

Corvallis School District 509J

Code: **DJB**
Adopted: 1/11/99

Petty Cash Accounts

Petty cash funds will be established annually in the amount of \$10,000 districtwide for use by each school building and for the central administrative office. Such funds will be used for the payment of properly itemized bills of nominal amounts and under conditions calling for immediate payment. Allowances, responsibility, security and accounting of petty cash funds will be in accordance with Board policy and requirements of law. The business services department shall be responsible for developing petty cash procedures and auditing usage.

END OF POLICY

Legal Reference(s):

[ORS 294.311](#)

Cross Reference(s):

DIE - Audits
DJA - District Purchasing