

Cove School District 15

Code: **DJB**
Adopted: 7/16/13

Petty Cash Accounts

Petty cash funds will be established annually in the amount of \$100 for each school building and for the central administrative office. Such funds will be used only for postage. Allowances, responsibility, security and accounting of petty cash funds will be in accordance with Board policy and requirements of law.

END OF POLICY

Legal Reference(s):

[ORS 294.311](#)

Cross Reference(s):

DIC - Financial Reports and Statements