

Dallas School District 2

Code: **DJB**
Adopted: 2/13/06
Readopted: 1/13/14

Petty Cash Accounts

With prior approval from the building principal, staff members may purchase items costing less than \$25 from a petty cash fund. The principal will submit a request to the business manager for establishing such a fund, not to exceed \$150 for general fund and not to exceed \$300 for ASB petty cash accounts. Money expended from the fund will be replaced as needed.

Petty cash funds will not be used to circumvent established purchasing procedures, but will be used as a convenience for immediate purchase of low-cost goods and services.

Records will be kept of all expenditures from the petty cash fund and receipts will be furnished to account for all money expended. Expenses will be assigned to the proper budget account.

END OF POLICY

Legal Reference(s):

[ORS 294.311](#)