

## Petty Cash Accounts

The Board authorizes the director of administrative services to establish petty cash accounts in accordance with Board policy, the requirements of state law or regulations, and generally accepted accounting procedures. Petty cash accounts are to be used only 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 director of administrative services will develop procedures in accordance with the accompanying administrative regulation.

END OF POLICY

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**Legal Reference(s):**

[ORS 294.311](#)

**Cross Reference(s):**

DIC - Financial Reports and Statements

DIE - Audit