

**Douglas Education
Service District**

Code: **DJB**
Adopted: 10/16/14

Petty Cash Accounts

Petty cash funds will be established annually in the amount of \$200 for the central administrative office and for other programs as deemed appropriate by the superintendent. 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.

END OF POLICY

Legal Reference(s):

[ORS 294.311](#)

Cross Reference(s):

DIC - Financial Reports and Statements
DIE - Audits