

Estacada School District 108

Code: **DJB**
Adopted: 6/14/95
Readopted: 11/14/07; 2/10/16
Orig. Code(s): DJB

Petty Cash Accounts

In order to expedite refunds and minor purchases, revolving petty cash accounts may be established in building locations at the discretion of the building administrator with the approval of the executive director of administrative services. Expenditures against these funds must be itemized and accounted for with appropriate records and receipts. Budget codes along with approving signatures of individuals authorized to expend district funds must be included in a petty cash accounting report.

Each building administrator or designee will be responsible for accurate record keeping of expenditures and will submit petty cash reconciliation reports to the executive director of administrative services or one of the accounting staff each month or when the fund needs to be replenished, whichever comes first.

The executive director of administrative services or designee will enter all reimbursements into the accounting system under the appropriate expense account.

The executive director of administrative services may, at their discretion, periodically audit each petty cash account to ensure that the proper accounting is followed.

END OF POLICY

Legal Reference(s):

[ORS 294.311](#)

Cross Reference(s):

DIC - Financial Reports and Statements
DIE - Audits