

Glendale School District 77

Code: **DJB**
Adopted: 1/9/02
Readopted: 11/16/11
Orig. Code(s): DJB

Petty Cash Accounts

The business manager is authorized to issue checks in the amount not to exceed \$100 per month unless specifically authorized by the superintendent to exceed that amount. These monies are to be charged against the office supplies as budgeted and are to be expended for necessary, routine purchases such as stamps or other small items of a consumable nature, for use either in the office or in the classrooms. The several office managers are to provide reports of expenditures of this petty cash fund as required by the business manager.

Checks for petty cash fund are to be listed on accounts payable in the same manner as are other charges against the district.

END OF POLICY

Legal Reference(s):

[ORS 294.311](#)