

# Glide School District 12

Code: **DJB**  
Adopted: Unknown  
Readopted: 3/25/91; 11/1/93  
Orig. Code(s): 6022

## Petty Cash Accounts

Petty cash funds will be established annually for each school building, the central administrative office and food service. Petty cash accounts shall not exceed \$200. The business manager, in consultation with the building principal or supervisor, shall set the petty cash amount for each location. A purchase order is required to request petty cash funds.

Petty cash funds will be used for the payment of properly itemized bills of nominal amounts and under conditions calling for immediate payment. Petty cash expenses shall be approved by the building principal or supervisor.

Allowances, responsibility, security and accounting of petty cash funds will be in accordance with Board policy and requirements of law.

Revenue shall not be received into petty cash accounts.

END OF POLICY

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### Legal Reference(s):

[ORS 294.311](#)