

Hermiston School District 8R

Code: **DJB**
Adopted: 3/01/04
Revised/Readopted: 7/10/17
Orig. Code(s): DJB

Petty Cash Accounts

Petty cash funds of up to \$100 at elementary schools and the facilities department, \$150 at the middle schools and high school, and up to \$300 for the district office may be provided. Petty cash may be used for small immediate purchases for which receipts must be kept and the funds accounted for in seeking replenishment.

All monies remaining in petty cash funds at the end of the school year shall be turned in to the business manager with final accounting.

END OF POLICY

Legal Reference(s):

[ORS 294.311](#)

Cross Reference(s):

DIE - Audits