

Imbler School District 11

Code: **DJB**
Adopted: 10/09/96
Readopted: 5/20/14
Orig. Code(s): 2511

Petty Cash Accounts

No cash will be stored in the office except in the safe.

A cash limit of \$10 will be maintained in the cash box for the reimbursable account. When necessary, separate cash boxes with \$150 cash bases will be made up and maintained for the athletic gates.

The safe will be kept locked during all nonschool hours.

Postage will be done by the use of a postage meter. No cash will be kept on hand for postage.

Regular deposits will be made. Large amounts of cash shall not be kept in the office over night, weekends or during vacations.

END OF POLICY

Legal Reference(s):

[ORS 294.311](#)

Cross Reference(s):

DIC - Financial Reports and Statements

DIE - Audits