

# InterMountain Education Service District

Code: **DJB**  
Adopted: 1/19/11

## Petty Cash Accounts

In order to expedite refunds and minor purchases, revolving petty cash accounts may be established at the discretion of the superintendent. 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 on a petty cash accounting report.

Each administrator authorized to establish a petty cash account will be responsible for accurate record keeping of expenditures and will periodically submit to spot audits by the chief financial officer.

Detail of expenditures will be submitted to the chief financial officer by the 10th of each month for entry into the accounting system and reimbursement of cash expended.

END OF POLICY

---

### Legal Reference(s):

[ORS 294.311](#)

### Cross Reference(s):

DIC - Financial Reports and Statements  
DIE - Audits