

# Klamath County School District

Code: **DJB**  
Adopted: 5/21/09  
Readopted: 4/17/12  
Orig. Code(s): DJB

## Petty Cash Accounts

Petty cash funds will be established annually up to the amount of \$300 for each school building and for the central administrative office. Exceptions above this amount are detailed below. Such funds will be used for the payment of properly itemized bills of nominal amounts and under conditions calling for immediate payment. Allowances, responsibility, security, and accounting of petty cash funds will be in accordance with Board policy and requirements of law.

Exceptions to the \$300 limit are:

1. Bonanza High School \$700;
2. Gilchrist High School \$700;
3. Henley High School \$2,000;
4. Mazama High School \$2,000.

END OF POLICY

---

### Legal Reference(s):

[ORS 294.311](#)

### Cross Reference(s):

DIC - Financial Reports and Statements  
DIE - Audits