

La Grande School District 1

Code: **DJB**
Adopted: 3/12/03
Readopted: 3/14/07; 4/30/08; 1/09/13;
10/12/16
Orig. Code(s): DJB

Petty Cash Accounts

Petty cash funds will be established annually in an amount not to exceed \$100 for each school building and for the central administrative office. Such funds will be used for the payment of properly itemized bills of nominal amounts not to exceed \$25 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. Money expended from the fund will be replaced as needed by the submission of a requisition and receipts for all expenditures.

Petty cash funds will not be used to circumvent established purchasing procedures, but will be used as a convenience for immediate purchases of low-cost goods and services.

END OF POLICY

Legal Reference(s):

[ORS 294.311](#)

Cross Reference(s):

DIC - Financial Reports and Statements
DIE - Audits
DJA - Purchasing Authority