

# Lake County School District 7

Code: **DJB**  
Adopted: 12/13/10

## Petty Cash Accounts

Designated staff members may purchase or be reimbursed for purchases from a petty cash fund. The principal will submit a request for establishing such a fund. Money expended from the fund will be replaced as needed.

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.

Records will be kept of all expenditures from the petty cash fund and receipts will be furnished to account for all money expended. Expenses will be assigned to the proper budget account.

The petty cash fund amounts for facilities are designated as follows:

<b>Facility</b>	<b>Amount</b>
Union	\$200
Fremont	\$100
A.D. Hay	\$400
Daly MS	\$400
Lakeview HS	\$600
District office	\$600

END OF POLICY

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### Legal Reference(s):

[ORS 294.311](#)