

Lowell School District 71

Code: **DJB**
Adopted: 8/75
Readopted: 3/17/14
Orig. Code(s): DJB

Petty Cash Accounts

Principals shall maintain one petty cash fund not to exceed \$500 at anytime. This fund shall be used for making purchases of a minor nature, not to exceed \$100 in value, as authorized by the superintendent. All such purchases must be covered by a voucher or receipt.

END OF POLICY

Legal Reference(s):

[ORS 294.311](#)

Cross Reference(s):

DIC - Financial Reports and Statements

DIE - Audits