

Multnomah Education Service District

Code: **DJB**
Adopted: 9/20/94
Amended:
Reviewed: 9/21/10

Petty Cash Accounts

At the discretion of the Superintendent or designee, petty cash funds may be established to purchase items costing less than \$25 or as approved by the Superintendent.

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

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

END OF POLICY

Legal Reference(s):

[ORS 294.100](#)

[ORS 294.305](#) to 294.565 (Local Budget Law)

MESD Policy Cross Reference(s):

DB - MESD Budget

DBJ - Budget Implementation

DI - Fiscal Accounting and Reporting

DIE - Audits