

**Milton-Freewater
School District 7**

Code: **DJB**
Adopted: 11/23/93
Revised/Readopted: 12/12/16

Petty Cash Accounts

Petty cash funds will be established at the organizational meeting of the Board 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 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.

A detail of expenditures will be submitted to the business manager by the 10th of each month for entry into the accounting system and reimbursement of cash expended.

END OF POLICY

Legal Reference(s):

[ORS 294.311](#)

Cross Reference(s):

DIC - Financial Reports and Statements
DIE - Audits