

Mosier Community School

Code: **DJB**
Adopted: 1/21/16

Petty Cash Accounts

A petty cash fund, not to exceed \$200, may be established with an appropriate ledger for minimal out-of-pocket business related expenses and reimbursements. The school's secretary will maintain physical custody of the petty cash fund and will verify all receipts as required for all requested reimbursements. The school's business manager will reconcile this fund monthly.

END OF POLICY

Legal Reference(s):

[ORS 294.311](#)
[ORS 338.115\(2\)](#)

Cross Reference(s):

DIC - Financial Reports and Statements