

# Myrtle Point School District 41

Code: **DJB**  
Adopted: 5/10/04  
Orig. Code(s): DJB

## Petty Cash Accounts

In order to facilitate refunds and minor purchases, a small petty cash fund may be established in each school. Expenditures against this fund must be carefully itemized by the principals.

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.

END OF POLICY

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### Legal Reference(s):

[ORS 294.311](#)