

Phoenix-Talent
School District 4

Code: **DJB**
Adopted: 12/9/93

Petty Cash Accounts

The Board may authorize such petty cash accounts as are in accordance with State Law or Regulations and approved accounting procedures.

Regulations:

Petty cash funds shall be established annually in the amount of \$100.00 for each school building and for the District administrative office. Such funds shall 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 shall be in accordance with the regulations of the Board and the Department of Education. The accounts are to be audited annually by the District auditor.

END OF POLICY

Legal Reference(s):

[ORS 294.311](#)