

**Port Orford-Langlois
School District 2CJ**

Code: **DJB**
Adopted: 9/21/99
Readopted: 6/8/04
Orig. Code(s): DJB

Petty Cash Accounts

Because of the cost of processing purchasing orders, designated staff members may purchase items costing less than \$50 from a petty cash fund. A request for the establishment of such a fund, not to exceed \$100, must be submitted to the superintendent or designee. Money expended from the fund will be replaced as needed.

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 in an efficient manner. Petty cash funds will not be deposited in student body accounts at respective schools.

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

Legal Reference(s):

[ORS 294.311](#)

Cross Reference(s):

DIC - Financial Reports and Statements
DIE - Audits