

Rainier School District 13

Code: **DJB**
Adopted: 8/21/02

Petty Cash Accounts

Petty cash funds will be established annually in the amount of \$150 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, generally under \$40, 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.

Administrative regulations will be developed establishing the amount of petty cash to be allowed, the maximum dollar amount for a single purchase and the accounting system to be used for record keeping.

Petty cash will not be used to thwart or circumvent established purchasing procedures. It is a convenient accommodation to facilitate immediate acquisition of low-cost goods and services in an efficient manner.

END OF POLICY

Legal Reference(s):

[ORS 294.311](#)

Cross Reference(s):

DIC - Financial Reports and Statements
DIE - Audits