

# Silver Falls School District 4J

Code: **DJB**  
Adopted: 9/08/97  
Readopted: 4/10/17  
Orig. Code(s): DJB

## Petty Cash Accounts

To facilitate small expenditures, a petty cash revolving fund up to \$100 will be given to each elementary school, and up to \$150 for the middle school and high school for nominal purchases 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.

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

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### Legal Reference(s):

[ORS 294.311](#)