

# Sherwood Charter School

Code: **DJB**  
Adopted: 9/19/13  
Orig. Code(s): VIII.

## Petty Cash

The charter school may maintain a petty cash fund used for reimbursements to employees for minimal out of pocket business related expenses.

The school director shall verify all receipts as required for all requested reimbursements. The office secretary shall then make any required payment, and maintain the petty cash fund.

END OF POLICY

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### Legal Reference(s):

[ORS 294.311](#)  
[ORS 338.115\(2\)](#)

### Cross Reference(s):

DIC - Financial Statements