

Springfield School District 19

Code: **DJB**
Adopted: 9/11/95
Readopted: 1/22/07
Orig. Code(s): DJB

Petty Cash Accounts

The Board may authorize such petty cash accounts as are in accordance with state law or regulations and approved accounting procedures. Any petty cash fund established will not exceed [\$100] 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 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.

END OF POLICY

Legal Reference(s):

[ORS 294.311](#)

Cross Reference(s):

DIC - Financial Reports and Statements