

**Saint Helens
School District 502**

Code: **DJB**
Adopted: 12/18/01
Readopted: 5/14/07
Orig. Code(s): DJB

Petty Cash Accounts

Petty cash funds will be established in the amount of \$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
DIE - Audits
DJA - Purchasing Authority