

**South Wasco County
School District 1**

Code: **DJB**
Adopted: 11/12/96
Readopted: 12/11/13
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.

Petty cash funds will not be used to circumvent established purchasing procedures, but will be used as a convenience for immediate purchases of low-cost goods and services in an efficient manner.

Records will be kept of all expenditures from the petty cash fund and receipts will be furnished to account for all money expended. Expenses will be assigned to the proper budget account.

END OF POLICY

Legal Reference(s):

[ORS 294.311](#)

Cross Reference(s):

DIC - Financial Reports and Statements
DIE - Audits