

Union School District 5

Code: **DJB**
Adopted: 1/8/92
Revised/Readopted: 9/8/04
Orig. Code(s): DJB

Petty Cash Accounts

To expedite the handling of minor purchases, each school principal shall establish through the finance office a petty cash fund of a maximum of \$100 for each school. Reimbursements from this fund must be authorized by the principal and itemized on the petty cash envelope. Reimbursements to petty cash will be made when the balance of cash in the fund is under \$10.

END OF POLICY

Legal Reference(s):

[ORS 294.311](#)

Cross Reference(s):

DIC - Financial Reports and Statements
DIE - Audits
DJA - Purchasing Authority