

Willamina School District 30J

Code: **DJB-AR**
Revised/Reviewed: 11/00; 1/10/05
Orig. Code(s): DJB-AR

Petty Cash Accounts

All petty cash school accounts shall be audited on an annual basis. All requests for reimbursement from petty cash shall be submitted with appropriate receipts.

No reimbursements will be made from petty cash in excess of \$25.00.

Reimbursement requests in excess of \$25.00 must be pre-approved and submitted on district reimbursement form.