

**Winston-Dillard
School District 116**

Code: **DJB**
Adopted: 7/10/02
Readopted: 3/16/11
Orig. Code(s): DJB

Petty Cash Accounts

Petty cash funds may be established annually up to the amount of \$100 for each school building and for the central administrative office. Such funds shall 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 shall be in accordance with Board policy and requirements of law.

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

All petty cash must be accounted for by filing vouchers that show the nature of the purchases, from whom purchased, and the date with the business office. The superintendent or designee shall issue a renewal of petty cash funds upon the presentation of vouchers required as above.

END OF POLICY

Legal Reference(s):

[ORS 294.311](#)

Cross Reference(s):

DIC - Financial Reports and Statements
DIE - Audits