

**Nestucca Valley
School District 101J**

Code: **DJB**
Adopted: 1/09/95
Readopted: 1/12/11
Orig. Code(s): DJB

Petty Cash Accounts

Because of the cost of processing purchase orders, designated staff members may purchase items costing less than \$25 from a petty cash fund. The superintendent will submit a request for the establishment of such a fund at each school, not to exceed \$100, to the deputy clerk. Money expended from the fund will be replaced as needed.

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 for all money expended.

END OF POLICY

Legal Reference(s):

[ORS 294.311](#)

Cross Reference(s):

DIC - Financial Reports and Statements