Code: **DJB** Adopted: 8/75

Petty Cash Accounts

School principals shall maintain a petty cash fund not to exceed fifty dollars at any time. This fund shall be used for making purchases of a minor nature, not to exceed ten dollars in value, as authorized by the principal. All such purchases must be covered by a voucher.

END OF POLICY

Legal Reference(s):

ORS 294.305 - 520