

Gervais School District 1

Code: **DJB**
Adopted: 12/20/90
Revised/Readopted: 7/15/93

Petty Cash Accounts

In order to expedite refunds and minor purchases, revolving petty cash accounts may be established in building locations at the discretion of the building administrator. Expenditures against these funds must be itemized and accounted for with appropriate records and receipts. Budget codes along with approving signatures of individuals authorized to expend district funds must be included on a petty cash accounting report.

Detail of expenditures will be submitted to the business manager by the 10th of each month for entry into the accounting system and reimbursement of cash expended.

END OF POLICY

Legal Reference(s):

[ORS 294.311](#)

Cross Reference(s):

Policy DJA - Purchasing Authority
Policy DIG - Financial Reports and Statements
Policy DIE - Audits