Port Orford-Langlois School District 2CJ

Code: DJB
Adopted: 9/21/99
Readopted: 6/8/04
Orig. Code(s): DJB

Petty Cash Accounts

~~Because of the cost of processing purchasing orders, designated staff members may purchase items costing less than $50 from a petty cash fund. A request for the establishment of such a fund, not to exceed $100, must be submitted to the superintendent or designee. Money expended from the fund will be replaced as needed.~~

Petty cash funds will be established annually in the amount sufficient for each school building and for the central administrative office. Such funds will ~~not~~ 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 will be in accordance with Board policy and requirements of law.

Petty cash will not be used to thwart or~~to~~ circumvent established purchasing procedures. It is ~~but will be used as~~ a convenient accommodation to facilitate~~convenience for~~ immediate acquisition~~purchases~~ of low-cost goods and services in an efficient manner. ~~Petty cash funds will not be deposited in student body accounts at respective schools.~~

~~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.~~

END OF POLICY

Legal Reference(s):

ORS 294.311

OR. DEP'T. OF EDUCATION, PROGRAM BUDGET AND ACCOUNTING MANUAL.