

**Linn Benton Lincoln
Education Service District**

Code: **DJB**
Adopted: 7/8/98
Readopted: 10/10/07

Petty Cash Accounts

At the discretion of the superintendent or designee, petty cash funds may be established to purchase items costing less than \$25 or as approved by the superintendent.

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.

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](#)

Cross Reference(s):

DIE - Audits