



**McMINNVILLE
SCHOOL DISTRICT**

Policy No: DJB

PETTY CASH

POLICY:

To facilitate minor purchases, the Board authorizes a petty cash fund in the Administrative Office in the amount of \$150. The custodian of the funds will be the accounting office supervisor.

Justifiable expenditures will include miscellaneous materials, supplies, and postage. All transactions must be supported by proper receipts approved by the account custodian.

Revision Date: 4/10/95
Adoption Date: 7/9/84
Legal Reference(s):

[ORS 294.311](#)