

Seaside School District 10

Code: **DJB**
Adopted: 7/26/07

Petty Cash Accounts

In order to facilitate refunds and minor purchases, the business manager shall establish a small petty cash fund in each school. Expenditures against this fund must be carefully itemized by the principals and turned in to the business manager for accounting and reimbursement when expended. After a budget item is exhausted, no expenditures against this item may be made even from the petty cash fund. All purchases from petty cash are subject to approval by the superintendent.

In order to eliminate problems involving processing purchase orders of amounts of \$10.00 or less, the purchase of services from the Instructional Materials Center of the ESD, such as printing, laminating, reproductions, etc., where the total purchase is no more than minimal, the principals are instructed to pay for these out of the petty cash fund.

Teacher Discretionary Fund

For the purchase of teaching supplies, each teacher is allowed \$20 per school year. Sales slips for items must be itemized and turned in to the business manager for reimbursement once each year. Any amount over \$20 is not reimbursable. This fund is for expendable teaching supplies only and not to be used for reward items, party favors, food, etc.

END OF POLICY

Legal Reference(s):

[ORS 294.311](#)

Cross Reference(s):

DIC - Financial Reports and Statements

DIE - Audits

DJA - Purchasing Authority