

Culver School District 4J

Code: **DJB**
Adopted: 12/02/03
Readopted: 04/18/06

Petty Cash Accounts

In order to facilitate refunds and minor purchases, the business manager shall establish a petty cash fund for Culver High School, Culver Middle School, Culver Elementary and maintenance and special education. Petty cash accounts may be established for special education department to facilitate instruction.

Expenditures against this fund must be carefully itemized and reconciled by the principals and turned in to the business manager on a monthly basis.

The business manager will reimburse the school's petty cash fund by request. Any funds remaining at the end of the school year shall be returned to the business office.

END OF POLICY

Legal Reference(s):

[ORS 294.311](#)

Cross Reference(s):

DIE – Audits

DJA – Accounting System