

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: DJC Category: Recommended
School Board First Read: June 5, 2013 Previously DJB School Board Second Read/Adoption: June 19, 2013 Review Policy Committee: July 9, 2014 – No Change	Page 1 of 1

PETTY CASH ACCOUNTS

A petty cash fund will be established for all Oyster River Cooperative school buildings within the District. Such funds shall be for the purchase of minor items and/or provide immediate payment for minor services.

The accounting for petty cash funds shall be on a monthly basis. The accounting report shall be provided to the District Business Administrator. The Superintendent or his/her designee shall establish the necessary controls for accounting and reimbursement of the funds. No single purchase/reimbursement shall exceed \$100.00.

Purchases/reimbursements in excess of \$100.00 shall require a purchase order. In cases of emergencies, the Building Principal, with prior approval of the Business Administrator, may exceed the established single purchase/reimbursement limit.

Additional administrative regulations/procedures governing petty cash funds are established in Appendix DJC-R.

Cross Reference:

DJC-R – Petty Cash Accounts Procedure