

**BEND-LA PINE SCHOOLS**

Administrative School District No. 1

Deschutes County, Oregon

**ADMINISTRATIVE REGULATION**

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Name: Petty Cash Funds

Section: Fiscal

Code: DJB-AR

Petty cash funds may be authorized at each school or department in the District. The purpose of such funds is to expedite the purchase of items \$100 or less. All petty cash purchases require the school or department administrator approval and all purchases must be supported by a detailed receipt from the vendor.

Petty cash funds shall be established in an appropriate amount as determined by the Business Office and replenished consistent with guidelines set by the Business Office.

Reviewed / Approved by Cabinet: 5.12.08