

Gladstone School District 115

Code: DJB
Adopted: 4/08/09
Revised/Readopted: 12/11/19
Orig. Code: DJB

Imprest (Petty) Cash Accounts

Imprest cash accounts will be established annually by the Board in the amount sufficient for each school building and central administrative office. Such funds will be used for the payment of properly itemized bills of nominal amounts and under conditions calling for immediate payment.

Allowances, responsibility, security and accounting of imprest cash accounts will be in accordance with Board policy, the requirements of law and approved accounting procedures.

Imprest cash will not be used to thwart or circumvent established purchasing procedures. It is a convenient accommodation to facilitate immediate acquisition of low-cost goods and services in an efficient manner.

END OF POLICY

Legal Reference(s):

[ORS 294.311](#)

OR. DEP'T. OF EDUCATION, PROGRAM BUDGET AND ACCOUNTING MANUAL.