



BP: 6021

PETTY CASH ACCOUNTS

As a convenience for immediate purchase of low-cost goods and services, revolving petty cash accounts may be established at the discretion of the Vice President of Administrative Services. Petty cash funds will not be used to circumvent established purchasing procedures.

Allowances, responsibility, security, and accounting of petty cash funds will be in accordance with requirements of law, the College's Administrative Policies/Procedures, and Business Office Procedures.

END OF POLICY

Legal Reference(s):

[ORS 294.311](#)

[ORS 341.290\(2\)](#)

DATE OF ADOPTION: 06/27/11
DATE(S) OF REVISION(S):
DATE OF LAST REVIEW: 11/21/16