

ADMINISTRATIVE REPORT

DATE: September 22, 2022
TOPIC: 5.8 - Obtain Authorization for Petty Cash 2022-2023
PRESENTER: Dan Pyan, Director of Finance and Operations
REFERENCE TO POLICY/STATUTE: Policy 717

A. PURPOSE OF REPORT

- a. Authorize the petty cash accounts and amounts indicated below be established for 2022-2023.
- b. Authorize the authorized check signers indicated below.

B. RECOMMENDATION

- a. Approval of petty cash accounts, amounts and authorized check signers for 2022-2023.

Petty Cash Accounts	Amounts	Authorized Signers
Athletics	\$ 12,000.00	Activities Director
Finance Office	5,000.00	Director of Finance & Operations or designated Account Specialist
TOTAL	\$ 17,000.00	





Note: On January 5, 2017, the School Board authorized the Director of Finance and Fiscal Services Director to sign petty cash checks for the Athletics accounts in the absence of authorized signers.

