

ADMINISTRATIVE REPORT

DATE: August 17, 2023
TOPIC: 5.12- Obtain Authorization for Petty Cash 23-24
PRESENTER: Dan Pyan, Executive 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 2023-2024
- b. Authorize the authorized check signers indicated below.

B. RECOMMENDATION

- a. Approval of petty cash accounts, amounts and authorized check signers for 2023-2024.

C. CONNECTION TO STRATEGIC PRIORITY

- a. Operations, Staffing, and Finance

Petty Cash Accounts	Amounts	Authorized Signers
Athletics	\$ 9,000.00	Activities Director
Finance Office	5,000.00	Director of Finance & Operations or designated Account Specialist





TOTAL

\$ 14,000.00

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.





SOUTH WASHINGTON COUNTY SCHOOLS

SCHOOL BOARD

7362 East Point Douglas Rd S.

Cottage Grove, MN 55016

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