

ADMINISTRATIVE REPORT

DATE: July 18, 2024
TOPIC: 5.16- Obtain Authorization for Petty Cash 24-25
PRESENTER: Dan Pyan, Executive Director of Finance and Operations
REFERENCE TO POLICY/STATUTE: Policy 717

A. PURPOSE OF REPORT

- Authorize the petty cash account and amount indicated below be established for 2024-2025
- Authorize the authorized check signers indicated below.

B. RECOMMENDATION

- Approval of petty cash account, amount and authorized check signers for 2024-2025.

C. CONNECTION TO STRATEGIC PRIORITY

- Operations, Staffing, and Finance

Petty Cash Accounts	Amounts	Authorized Signers
Finance Office	\$ 5,000.00	Director of Business Services or designated Account Specialist I
TOTAL	\$ 5,000.00	

