

ADMINISTRATIVE REPORT

DATE: July 17, 2025
TOPIC: 5.12 – Obtain Authorization for Petty Cash 2025–2026
PRESENTER: Kris Blackburn, Director of Business Services
REFERENCE TO POLICY/STATUTE: Policy 717

A. PURPOSE OF REPORT

- a. Authorize the petty cash account and amount indicated below be established for 2025–2026.
- b. Authorize the authorized check signers indicated below.

B. RECOMMENDATION

- a. Approval of petty cash account, amount and authorized check signers for 2025–2026.

C. CONNECTION TO STRATEGIC PRIORITY

- a. 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	

