

Advance Notice
January 15, 2026
Consent Agenda

Decrease / Remove Petty Cash for Schools & Other Departments – Tow-Yick / Turney / Banasick

Action to be taken: I move the Board adopt Resolution No. 1258 as presented authorizing the decreasing / removal of petty cash for schools and other departments.

The Issaquah School District has a petty cash fund at all of its schools and a few of its departments. The petty cash funds were used to reimburse individuals for small purchases, and would then be periodically replenished when receipts were turned in to the Business Office. Now, however, all of the schools and departments have P-cards that can be used for these small purchases. Therefore, the petty cash funds are currently unused at most of the sites.

Each Middle School will retain \$150 of their petty cash fund to be used for making change when selling tickets at school events.

A copy of Resolution No. 1258 is attached, describing the amounts the petty cash will be decreased by and / or removed from schools and other departments. The petty cash will be collected by the Business Office and deposited into the Issaquah School District's bank account.