SOUTH WASHINGTON COUNTY SCHOOLS
SCHOOL BOARD
7362 East Point Douglas Rd S.
Cottage Grove, MN 55016

ADMINISTRATIVE REPORT

DATE: July 16, 2026
TOPIC: 5.11 - Obtain Authorization for Petty Cash 2026-2027
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 2026-2027.
   b. Authorize the authorized check signers indicated below.

B. **RECOMMENDATION**
   a. Approval of petty cash account, amount and authorized check signers for 2026-2027.

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**	