

## ADMINISTRATIVE REPORT

**DATE:** August 19, 2021  
**TOPIC:** 5.14 – Obtain Authorization for Petty Cash Limit 2021-2022  
**PRESENTER:** Dan Pyan, Director of Finance and Operations  
**REFERENCE TO POLICY/STATUTE:** Policy 717

### A. PURPOSE OF REPORT

- a. Notify the Board of Petty Cash for 2021-2022

### B. RECOMMENDATION

- a. Approval of Petty Cash limits to be established at \$17,000 and further authorize Designated check signers as follows:

<u>Accounts</u>		<u>Authorized Signers</u>
Athletics	12,000	Activity Director
Finance Office	<u>5,000</u>	Finance Director/Account Specialist
<b>Total</b>	<b>\$17,000</b>	

Note: On January 5, 2017, the School Board authorized the Finance Director and Controller to sign petty cash checks for Athletic accounts in absence of Athletic Director.

