



South Washington County Schools

Keith Jacobus, Ph.D., Superintendent
District Service Center
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ADMINISTRATIVE REPORT

TO: Members of the School Board
Keith Jacobus, Superintendent

FROM: Dan Pyan, Director of Finance/425-6260

DATE: August 22, 2019

TOPIC/PURPOSE OF REPORT: Obtain Authorization for Petty Cash Limit 2019-2020

REFERENCE TO POLICY/STRATEGIC PLAN: Board Policy #717, Receipts and Disbursements

RECOMMENDED BOARD ACTION: Approval

DATE FOR BOARD ACTION: August 29, 2019

REPORT

Authorize the petty cash limit for 2019-2020 to be established at \$19,000 and further authorize Designated check signers as follows:

Accounts

Building Principals:	
Elementary (\$100 per building)	\$ 1,600.00
Secondary (\$100 per building)	800.00
Transportation	100.00
Community Education	2,500.00
Athletics	9,000.00
Finance Office	<u>5,000.00</u>

TOTAL \$19,000.00

Authorized Signers

CE Director
Activity Director
Finance Director/Account
Specialist

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