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**INTEROFFICE MEMORANDUM**

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**TO:** DR. JAMES FRANCHINI, SUPERINTENDENT  
**FROM:** MICHAEL OUMET  
**SUBJECT:** PETTY CASH AND CHANGE FUNDS  
**DATE:** JUNE 30, 2020

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Establish the following petty cash funds for the 2020-2021 school year:

\$70.00 to each of the following: Algonquin Middle School, Averill Park High School, the Business Office and the Technology Department

\$50.00 to each of the following: Miller Hill, West Sand Lake and Poestenkill Elementary Schools, CSE and the Transportation Department

Establish the following change funds for the 2019-20 school year

\$150.00 to the Averill Park High cafeteria

\$50.00 to the Algonquin Middle School cafeteria

\$25.00 to each of the cafeterias at West Sand Lake, Poestenkill and Miller Hill/Sand Lake Elementary schools

\$800.00 to the Athletic Department