
INTEROFFICE MEMORANDUM

TO: DR. JAMES FRANCHINI, SUPERINTENDENT
FROM: MICHAEL OUMET
SUBJECT: PETTY CASH AND CHANGE FUNDS
DATE: JULY 2, 2019

Establish the following petty cash funds for the 2019-2020 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 2018-19 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

\$400.00 to the Athletic Department