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**INTEROFFICE MEMORANDUM**

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**TO:** DR. JAMES HOFFMAN, SUPERINTENDENT  
**FROM:** MICHAEL OUMET  
**SUBJECT:** PETTY CASH AND CHANGE FUNDS  
**DATE:** JUNE 29, 2015

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Establish the following petty cash funds for the 2015-2016 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 2015-16 school year

\$150.00 to the Averill Park High cafeteria

\$50.00 to each cafeteria at Miller Hill, West Sand Lake, Poestenkill and Algonquin schools

\$400.00 to the Athletic Department