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TO: Kathleen Smith, Interim Superintendent

FROM: Amy Mistrot, Director of Business Operations  
Office of Business, Finance and Planning

DATE: August 22, 2022 (for September 7, 2022 School Committee Meeting)

RE: High School Athletic Petty Cash Balance Increase

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On behalf of the Pat Gonzalez, Newton South Athletic Director, and Michael Jackson, Newton North Athletic Director, I am requesting that School Committee approve an increase to each school's athletic petty-cash account from \$2,000 to \$3,500.

The request is made to allow both schools greater flexibility when post-season activity happens with little to no preparation time to register teams for continued participation through the standard procurement process. If multiple teams successfully earn access to additional competitions simultaneously or even one team escalates through subsequent competitions in quick succession, the current \$2,000 limit is inadequate given that the petty-cash replenishment process is slow.