

#### 4.4 Establishments

##### Official Fund Depositories for the District-First Security Bank -Primary Depository

- Official Newspaper Osage County Herald-Chronicle
- Mileage Rate Official rate used by the State of Kansas \$0.575
- Petty Cash Funds
  - Santa Fe Trail High School \$1,750
  - Carbondale Attendance Center \$1,000
  - Overbrook Attendance Center \$1,000
  - District Administrative Center \$2,000

##### Authorized Signatures for Petty Cash Funds & Activity Funds

- Santa Fe Trail High School Patrick Graham, Regan Erickson, Heather Garrison
- Carbondale Attendance Center Benjamin O'Dell, Kevan O'Shea, Theresa Courtwright
- Overbrook Attendance Center Veronica Jennings, Megan Reynolds
- District Administrative Center Kaylee Boyd, Diana Hulings, Amy Hill, Rhonda Fulton
- Bank Signatures - Board of Education President Tanner Black; Amy Hill, Clerk; Kaylee Boyd, Treasurer
- Disposal of Surplus Property - Permit the superintendent of schools the authority to dispose of district surplus property.
- Early Payment of Bills - Authorize the early payment of bills as provided in K.S.A. 12-105(b).
- Professional Development - Authorize board members and the superintendent of schools to travel to seminars, workshops, conferences, and national conferences as per board policy. All other travel for district employees shall be approved by the superintendent of schools as per board policy.
- Copy Request of Records - Establish the cost to reproduce district records and materials at .10 per copy