

**CITY OF MONROE
RESOLUTION NO. 013/2017**

A RESOLUTION BY THE CITY OF MONROE CITY
COUNCIL AMENDING RESOLUTION NOS. 95/25, 99/12,
and 2008-017, PETTY CASH

WHEREAS, the City of Monroe requires working funds available for incidental items such as cleaning supplies, stamps, vehicle registrations, and recording fees; and

WHEREAS there are vendors with whom the City conducts business which do not accept purchasing cards; and

WHEREAS issuing a check or using a purchasing card is not always cost effective for purchases under \$100.00.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF MONROE DOES RESOLVE AS FOLLOWS:

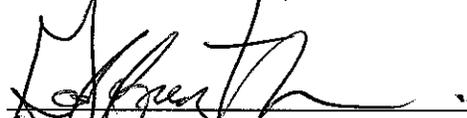
1. The Council does hereby declare and appoints the Finance Director as custodian of the Petty Cash fund. All disbursements to the Petty Cash account must be authorized by the Finance Director or designee.
2. The Council does hereby declare and authorize the Petty Cash fund for City Hall be established in the amount of \$1500 and the authorized amount is to be included on the monthly balance sheet. Individual petty cash transactions shall not exceed \$100.
3. The Council does hereby declare and authorize the Petty Cash fund for the Police Department be established in the amount of \$600.00 and the authorized amount is to be included on the monthly balance sheet. Individual petty cash transactions shall not exceed \$50.00.

ADOPTED by the City Council of the City of Monroe, at its regular meeting thereof, and APPROVED by the Mayor this 6th day of June, 2017.

Adopted: June 6, 2017
Effective: June 6, 2017

(SEAL)

CITY OF MONROE, WASHINGTON:



Geoffrey Thomas, Mayor

ATTEST:



Elizabeth M. Adkisson, MMC, City Clerk