

CLARK COUNTY STAFF REPORT

DEPARTMENT: Community Development/Permit Services
DATE: May 20, 2014
REQUEST: Approval of a petty cash account in the amount of \$1,400 from Fund 1011 to be used for the cashier stations and change fund located in the Permit Service Center.

CHECK ONE: X Consent CAO

BACKGROUND

Currently, the Permit Center has no petty cash accounts because cashiering is currently handled by the second floor joint lobby. We are seeking approval to create a petty cash account in the amount of \$1,400, so that cashiering functions maybe completed in the Permit Center. The funds would be divided between 4 cashiers at \$200 each and a change fund in the amount of \$600.

COMMUNITY OUTREACH

None

BUDGET AND POLICY IMPLICATIONS

None

FISCAL IMPACTS

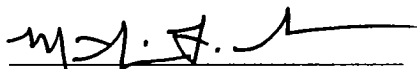
Yes (see attached form) No

ACTION REQUESTED

Approve the distribution of petty cash funds totaling \$1,400.00 to be used for the cashiers and change fund located in the Permit Services Center.

DISTRIBUTION

Auditor's Office, Treasurer's Office and Community Development Administration



Martin Snell
Director of Community
Development

Approved: 

CLARK COUNTY
BOARD OF COMMISSIONERS

May 27, 2014
SR 102-14




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