

CLARK COUNTY STAFF REPORT

DEPARTMENT: Public Works

DATE: May 21, 2019

REQUESTED ACTION: Approve Public Works Fleet Services request to close the \$100 petty-cash fund due to lack of usage

Consent Hearing County Manager

BACKGROUND

Public Works has had a \$100 petty-cash fund for many years when there was no access to an agency credit card. The request is to close Public Works ER&R revolving fund account 5091 102100 in the amount of \$100. Currently, Public Works utilizes requisitions or the agency procurement card for necessary purchases. Public Works Fleet Services no longer needs a petty-cash fund.

COUNCIL POLICY IMPLICATIONS

None

ADMINISTRATIVE POLICY IMPLICATIONS

None

COMMUNITY OUTREACH

None

BUDGET IMPLICATIONS

Check either "yes" or "no" for all three rows

Note: If this falls within existing budget capacity, do not include the budget impact attachment (last page)

YES	NO	
X		Action falls within existing budget capacity.
	X	Action falls within existing budget capacity but requires a change of purpose within existing appropriation
	X	Additional budget capacity is necessary and will be requested at the next supplemental. If YES, please complete the budget impact statement. If YES, this action will be referred to the county council with a recommendation from the county manager.

BUDGET DETAILS

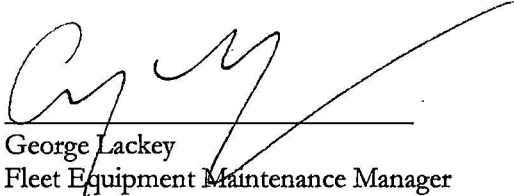
Local Fund Dollar Amount	\$0
Grant Fund Dollar Amount	\$0
Account	Fleet Services
Company Name	N/A

PW19-061

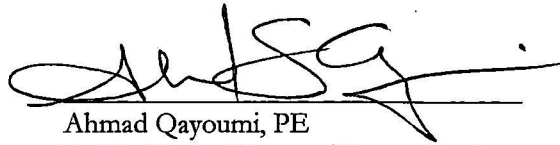
DISTRIBUTION:

Council staff will post all staff reports to the county website, www.clark.wa.gov/council-meetings.

Attachments:

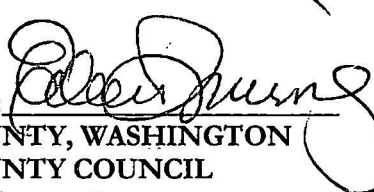


George Lackey
Fleet Equipment Maintenance Manager
(Interim Fleet and Facilities Manager)



Ahmad Qayoumi, PE
Public Works Director/County Engineer

Primary Staff Contact: George Lackey Ext. 1643

APPROVED: 
CLARK COUNTY, WASHINGTON
CLARK COUNTY COUNCIL

DATE: 5/21/19

SR# 69-19



APPROVED: _____
Shawn Hennessee, County Manager

DATE: _____

Request to close Petty Cash fund for Public Works Fleet Services

Clark County Public Works



Close Petty Cash for Fleet Services

Dissolving of Petty Cash for Fleet Services

- Account ID – 5091 102100
- Account Name - Public Works ER&R
- Amount - \$100.00

Other options to utilize when petty cash is closed.

- Procurement Cards
- Requisition/Purchase Orders
- Employee expense reimbursements

