ORDINANCE NO. 1740

AN ORDINANCE of the City of Kent, Washington, creating a Petty Cash Fund, establishing in the amount thereof, authorizing the City Treasurer to transfer monies to the Fund, and providing for reimbursements to the Fund.

THE CITY COUNCIL OF THE CITY OF KENT, WASHINGTON, DO ORDAIN AS FOLLOWS:

Section 1. There is hereby established in the office of the City Treasurer a special fund to be known as the Petty Cash Fund.

Section 2. The amount of the Fund shall be ONE HUNDRED (100.00) DOLLARS and the City Treasurer is hereby authorized to issue a check in that amount transferring funds from the Current Expense Fund to the Petty Cash Fund.

Section 3. The City Treasurer is hereby authorized to issue checks by way of reimbursement to the Petty Cash Fund whenever necessary to keep the Fund solvent but in no event, less often than once per month. A reimbursement voucher shall accompany each payment to the Fund with receipts substantiating the expenditures attached thereto.

Section 4. In no event shall the Petty Cash Fund be used for personal cash advances secured by check or other I.O.U.

Section 5. This Ordinance shall take effect and be in force five (5) days from and after its passage, approval and publication, as provided by law.

REPEALED BY
ORDINANCE 2218

ISABEL HOGAN, MAYOR
ATTEST:

MARIE JENSEN, City Clerk

APPROVED AS TO FORM:

DONALD E. MIRK, City Attorney

PASSED the 20th day of September, 1971.

APPROVED the 21st day of September, 1971.

PUBLISHED the 24th day of September, 1971.

I hereby certify that this is a true copy of Ordinance No. 1740, passed by the City Council of the City of Kent, Washington, and approved by the Mayor of the City of Kent as hereon indicated.

MARIE JENSEN, City Clerk (SEAL)