Ordinance No. 2455

["Beginning July 1, 1998"]

(Amending or Repealing Ordinances)

Amended by Ord. 3522
AN ORDINANCE of the City of Kent, Washington, amending Sections 3.14.144 through 3.14.156 Kent City Code to increase the Petty Cash account from Four Hundred Dollars to Six Hundred Dollars and to codify amendments to said provisions provided for by Ordinance No. 2218, but not previously incorporated into the Kent City Code.

WHEREAS, Ordinance No. 1740, codified as Sections 3.14.144 through 3.14.156, established a Petty Cash Fund; and

WHEREAS, said ordinance was repealed by Ordinance No. 2218, but the codification was not simultaneously amended; and

WHEREAS, it is the intent of the City of Kent to increase the Petty Cash Fund from Four Hundred Dollars as authorized by Ordinance No. 2218 to Six Hundred Dollars, and to correct the referenced provisions of the Kent City Code; NOW THEREFORE,

THE CITY OF KENT, WASHINGTON, DOES ORDAIN AS FOLLOWS:

Section 1. Sections 3.14.144 through 3.14.156 Kent City Code "Petty Cash Fund" are amended to read as follows:

3.14.144. PETTY CASH FUND ESTABLISHED.
There is here established in the Finance Department a special account to be known as the Finance Department Petty Cash account.

3.14.145. AMOUNT.
The amount of the account shall not exceed Six Hundred Dollars ($600.00) and the Supervisor of Treasury Accounting is hereby authorized to establish the account in an amount directed by the Finance Director.

3.14.152. REIMBURSEMENT.
The Supervisor of Treasury Accounting is hereby authorized to issue checks by way of reimbursement to the Finance Department Petty Cash account whenever necessary to keep the account solvent, but in no event less often than once per month. A reimbursement voucher shall accompany each payment to the account with receipts substantiating the expenditures attached thereto.
3.14.156. NO PERSONAL CASH ADVANCES.

In no event shall the Finance Department Petty Cash account be used for personal cash advances secured by check or other I.O.U.

Section 2. Ordinance No. 2218 be and the same hereby is repealed.

Section 3. Effective Date. This ordinance shall take effect and be in force five (5) days from and after its passage, approval and publication as provided by law.

ISABEL HOGAN, MAYOR

ATTEST:

MARIE JENSEN, CITY CLERK

APPROVED AS TO FORM:

P. STEPHEN D'IULIO, CITY ATTORNEY

PASSED the 6 day of Jul., 1984.
APPROVED the 7 day of Jul., 1984.
PUBLISHED the 10 day of Jul., 1984.

I hereby certify that this is a true copy of Ordinance No. 2455, 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

1472B-183A