

# ORIGINAL

ORDINANCE NO. 1103

AN ORDINANCE OF THE CITY OF REDMOND, WASHINGTON, ADDING A NEW CHAPTER 3.62 TO THE REDMOND MUNICIPAL CODE ESTABLISHING A FIRE DEPARTMENT PETTY CASH FUND.

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

Section 1. A new Chapter 3.62 entitled "Fire Department Petty Cash Fund" is hereby added to the Redmond Municipal Code to read as follows:

3.62.010 Fund Created. There is created and established a special fund to be known as the "Fire Department Petty Cash Fund" for the purpose of paying for purchases of small items and supplies by the Fire Department and other Fire Department expenses of a minor nature incurred in connection with the official business of the Department.

3.62.020 Establishment of Fund. The Treasurer-Comptroller is authorized and directed to establish the fund by check or by a warrant with an initial cash amount of \$100.00. The fund is not intended to be a budgetary item as such, but to be in the nature of a revolving account for expenditures of a minor nature which are chargeable to the Fire Department and funds of the City.

3.62.030 Custodian and Operation of Fund. The custodian of the Fire Department Petty Cash Fund shall be the Fire Chief, or his designee, who is authorized to make reasonable rules and regulations and to establish forms used for the operation and management of the fund. Each disbursement from the fund shall be supported by a receipt showing the amount and purpose of the expense. In the case of the use of the fund for change purposes, the official or employee requesting change shall issue his or her receipt therefor and shall promptly make an accounting and reimburse the fund when the activity for which the change was required has been concluded. Reimbursements to the fund shall be made at least monthly and reimbursement vouchers shall have receipts attached thereto. The custodian shall maintain suitable records, showing the expenditures incurred and the departments and funds of the City chargeable with such expenditures.


3.62.040 Fund Not For Personal Advances. The fund may not be used for personal use or personal cash advances secured by check or other I.O.U.'s and any use of the fund for other than expenditures incurred in connection with official City business shall be considered a misappropriation of public funds. Reimbursable expenses of a minor nature may be paid out of the fund.

Section 2. This ordinance, being an exercise of a power specifically delegated to the City legislative body, is not subject to referendum, and shall take effect five (5) days after its passage and publication by posting as provided by law.

CITY OF REDMOND

  
MAYOR, CHRISTINE T. HIMES

ATTEST/AUTHENTICATED:

  
CITY CLERK, PAUL F. KUSAKABE

APPROVED AS TO FORM:  
OFFICE OF THE CITY ATTORNEY:

BY 

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| FILED WITH THE CITY CLERK:  | January 27, 1983 |
| PASSED BY THE CITY COUNCIL: | February 1, 1983 |
| SIGNED BY THE MAYOR:        | February 1, 1983 |
| POSTED:                     | February 3, 1983 |
| EFFECTIVE DATE:             | February 8, 1983 |