

ORIGINAL

02/08/85  
LCI/naa

ORDINANCE NO. 1239

AN ORDINANCE OF THE CITY OF REDMOND,  
WASHINGTON AMENDING SECTIONS 3.60.020  
AND 3.60.030 OF THE REDMOND MUNICIPAL  
CODE BY REVISING PROCEDURES RELATING  
TO THE PETTY CASH AND CHANGE REVOLVING  
FUND.

---

WHEREAS, the number and amount of transactions  
requiring disbursements from the Petty Cash and Change Revolving  
Fund has risen since 1981 when the Fund was most recently  
increased, and

WHEREAS, a change in City operating procedures and job  
designations necessitates a revision in Municipal Code language  
describing such, now, therefore,

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

Section 1. Section 3.60.020 of the Redmond Municipal  
Code is hereby amended to read as follows:

3.60.020 Establishment of fund. The Finance Director is  
authorized and directed to establish the fund by check or by  
a warrant with an initial cash amount of one thousand  
dollars. 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  
various departments and funds of the City .

Section 2. Section 3.60.030 of the Redmond Municipal  
Code is hereby amended to read as follows:

3.60.030 Custodian and operation of fund. The custodian of  
the petty cash and change revolving fund shall be the  
Finance Director or the Director's designee, who is  
authorized to make reasonable rules and regulations and  
forms for the operation and management of the petty cash and  
change revolving 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 a 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.

Section 3. 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 passage and publication by posting as provided by law.

CITY OF REDMOND:

Doreen Marchione  
MAYOR, DOREEN MARCHIONE

ATTEST/AUTHENTICATED:

Doris A. Schaible  
CITY CLERK, DORIS A. SCHAIBLE

APPROVED AS TO FORM:  
OFFICE OF THE CITY ATTORNEY:

BY James C. Mart

FILED WITH THE CITY CLERK:	February 11, 1985
PASSED BY THE CITY COUNCIL:	February 19, 1985
SIGNED BY THE MAYOR:	February 20, 1985
POSTED:	February 21, 1985
EFFECTIVE DATE:	February 26, 1985
ORDINANCE NO. <u>1239</u>	