

MEMORANDUM

DATE: April 11, 2000
TO: The Board of Supervisors
FROM: John E. McDonald, Manager of Financial and Management Services
SUBJECT: Petty Cash - James City County/Williamsburg Sheriff

The attached resolution authorizes the Treasurer to create a Petty Cash Fund of \$100 for the Sheriff. A letter explaining the request is attached. Your approval of the resolution is requested.

John E. McDonald

JEM/tlc
ptycsh.mem

Attachments