

MEMORANDUM

DATE: May 8, 2001
TO: The Board of Supervisors
FROM: John E. McDonald, Manager of Financial and Management Services
SUBJECT: Petty Cash - Office of Code Compliance and James City-Williamsburg Community Center

The attached resolution authorizes the Treasurer to add petty cash of \$50 for the Office of Code Compliance and \$100 for the James City-Williamsburg Community Center for purposes of making change for customers.

Staff recommends adoption of the attached resolution.

John E. McDonald

JEM/gb
pettycash.mem

Attachment