

**CLARK COUNTY
STAFF REPORT**

DEPARTMENT: Public Information and Outreach
DATE: December 10, 2013
REQUEST: Approval to close petty cash account

CHECK ONE: X Consent CAO

BACKGROUND

The Public Information and Outreach Office (PIO) has had a petty cash fund for many years. The fund amount is \$200. The fund has been used for purchases of miscellaneous items or services.

In the last two years the fund was used rarely. PIO is requesting that the account be closed to reduce administrative activity.

COMMUNITY OUTREACH

This is in keeping with other departments' effort to examine and eliminate outdated procedures, for which public support is evident.

BUDGET AND POLICY IMPLICATIONS

There are no budget or policy implications.

FISCAL IMPACTS

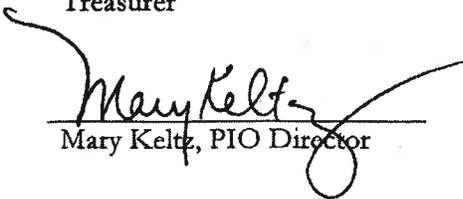
Yes (see attached form) No

ACTION REQUESTED

Approve closure of the PIO petty cash fund.

DISTRIBUTION

PIO
Auditor
Treasurer



Mary Keltz, PIO Director

Approved: 

CLARK COUNTY
BOARD OF COMMISSIONERS

DEC. 10, 2013

SR 252-13

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