

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

Resolution Authorizing the Livingston County Treasurer to Increase the Imprest Cash Account for The Livingston County Clerk’s Election Division – Treasurer

- WHEREAS,** the Livingston County Clerk’s Election Division takes in payments for various election related fees; and
- WHEREAS,** the relocation of the Clerk’s Election Division to the lower level of the courthouse has prompted the need for petty cash and startup funds specific to the Election Division’s needs; and
- WHEREAS,** \$150 in “startup” cash will be necessary to provide each drawer/cashier the ability to make change for transactions; and
- WHEREAS,** \$50 in “petty cash” will be necessary for use in incidental purchases where there is an immediate need, and the purchase cannot be charged at the point of sale; and
- WHEREAS,** the County Clerk has indicated this \$200.00 for total imprest cash will be adequate for the Election Division’s needs.

THEREFORE IT BE RESOLVED that the Livingston County Treasurer shall be authorized to establish the total Imprest Cash for the Livingston County Clerk Election Division at an amount of \$200 of which \$150 is drawer startup funds and \$50 is petty cash funds.

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MOVED:
SECONDED:
CARRIED: