

ORDINANCE 2023 – 3

ORDINANCE ESTABLISHING A PETTY CASH FUND

WHEREAS, The Town of Griffith, Indiana, desires to establish a Petty Cash Fund and **NOW, THEREFORE, BE IT ORDAINED** by the Council of the Town of Griffith:

Section 1: That a Petty Cash Fund be established within the Town of Griffith, Lake County, Indiana.

Section 2: Petty Cash Amounts as follows:

Clerk Treasurer - \$500.00

Police Department - \$400.00

Senior Center - \$200.00

A: The fund shall be used only for minor cash purchases and expenditures not to exceed \$75.00 per purchase. The fund may not be used for personal cash advances.

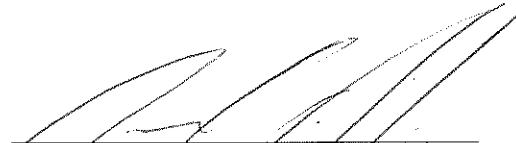
B: The Clerk Treasurer or Department Head shall be designated as the disbursement officer for the petty cash fund and shall be responsible for its use.

C: The officer or department head who is in charge of the petty cash will be responsible in bringing the cash drawer to the Clerk Treasurer's office for a monthly audit. That same individual will be responsible for submitting an Accounts Payable Voucher with all applicable receipts for reimbursement and approval by the Town Council. Upon approval a warrant will be issued in the name of the individual in charge of the petty cash to replenish any expenses paid out of said petty cash fund.

Section 3: Said ordinance shall be in full force and effect from and after its passage.

Passed and adopted by the Town Council of the Town of Griffith, Indiana on this 7th day of March 2023.

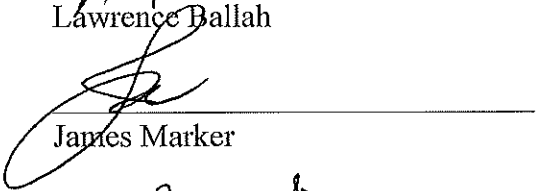
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Rick Ryfa



Lawrence Ballah



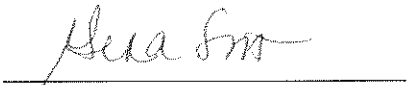
James Marker



Melissa Robbins



Tony Hobson



Gina Smith
Clerk Treasurer