

**CLARK COUNTY
STAFF REPORT**

DEPARTMENT: Medical Examiner
DATE: October 14, 2013
REQUEST: Closing Petty Cash Account

CHECK ONE: X Consent CAO

BACKGROUND

The Clark County Medical Examiner's Office has had a petty cash fund of \$100 for many years. The fund was created for the purchase of miscellaneous items to allow for the necessary flexibility needed in the daily operations of the Medical Examiner's office.

In 2013 the petty cash fund was used three times. Due to the lack of use it we are requesting that the account be closed.

COMMUNITY OUTREACH

There was no community outreach.

BUDGET AND POLICY IMPLICATIONS

There are no budget or policy implications.

FISCAL IMPACTS

Yes (see attached form) No

ACTION REQUESTED

Request approval to close petty cash account.

DISTRIBUTION

County Medical Examiner
Clark County Auditor
Clark County Treasurer


Dennis Wickham
Medical Examiner

X 
Approved: OCT. 22, 2013
CLARK COUNTY
BOARD OF COMMISSIONERS

SR 207-13

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