

ORDINANCE NO. 3280

AN ORDINANCE OF THE CITY OF KIRKLAND AUTHORIZING THE DIRECTOR OF ADMINISTRATION AND FINANCE TO ESTABLISH A PETTY CASH FUND NOT TO EXCEED \$13,000.00 FOR THE PURPOSE OF ACCOMMODATION IN THE MAKING OF MINOR AUTHORIZED DISBURSEMENTS AND THE MAKING OF CHANGE.

Be it ordained by the City Council of the City of Kirkland as follows:

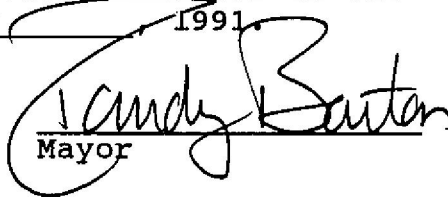
Section 1. The Director of Administration and Finance is hereby authorized to establish a petty cash fund in such amount as the Director may from time to time, in writing, determine necessary for the efficient carrying out of the purposes for which said fund is established but not to exceed \$13,000.00.

Section 2. The Director of Administration and Finance is hereby authorized and directed to establish written regulations for the creation and operation of said petty cash fund which regulations shall conform to the petty cash requirements of the State Auditor's Office as set forth in BAR System Manual, Volume 1, Part 3, Chapter 3, Section E, page 23 effective date 1-1-90.

Section 3. This Ordinance shall be in force and effect five days from and after its passage by the Kirkland City Council and publication, as required by law.

PASSED by the Kirkland City Council in regular meeting on the 17th day of September, 1991.

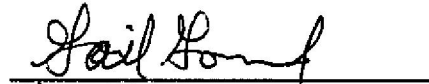
Signed in authentication thereof on the
17th day of September 1991.


Mayor

Attest:


City Clerk

Approved as to Form:


City Attorney

O-R\O-Petty\RIT:bb