

METROPOLITAN EXPOSITION-RECREATION COMMISSION

RESOLUTION NO. 94-3

Authorizing the establishment of two \$200.00 Petty Cash Funds at the Portland Exposition Center.

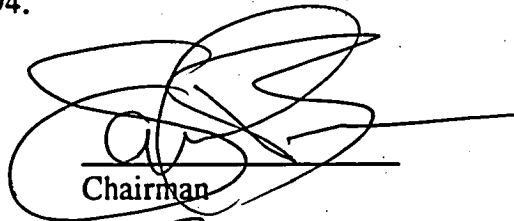
The Metroplotian Expositiion-Recreation Commission Finds:

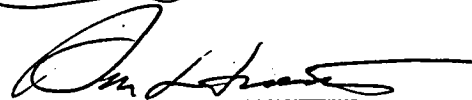
1. It is authorized to establish Petty Cash funds and last did so on Resolution No. #73 for MERC facilities;

2. There is a need to provide Petty Cash funds for emergency and small operational expenditures so as to maintain an efficient, responsive and orderly operation;

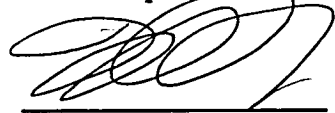
BE IT THEREFORE RESOLVED that the Commission authorizes staff to establish two Petty Cash funds of \$200.00 each at the Portland Exposition Center.

Passed by the Commission on January 12, 1994.


Chairman


Secretary-Treasurer

Approved as to Form:
Daniel B. Cooper, General Counsel

By: 
Mark B. Williams
Senior Assistant Counsel

MERC STAFF REPORT

Agenda Issue: Establishment of Petty Cash funds at the Expo Center

Resolution No: 94-3

Date: January 12, 1993 Presented by: Norman Kraft

Background

MERC has been given the task of operating the Portland Exposition Center by METRO effective January 01, 1994. Multnomah County had a Petty Cash fund of \$600.00 at the Expo Center and those funds were returned to the county. These funds need to be replaced in order to maintain and provide for emergency and small operational expenditures. These new funds will be maintained in accordance with MERC policies for Petty Cash funds.

Budget Impact

Approximately \$2,400 for the remainder of FY94.

Recommendation

Staff recommends that two Petty Cash funds of \$200.00 be established; one for General and Administrative use and the other for Operations use.