

METROPOLITAN EXPOSITION-RECREATION COMMISSION

RESOLUTION NO. 94-54


Authorizing the establishment of \$200 Petty Cash funds at the Portland Center for the Performing Arts, Operations Department.


The Metropolitan Exposition-Recreation Commission Finds:

1. It is authorized to establish Petty Cash funds for MERC-managed facilities;
2. There is a need to provide Petty Cash funds for small or emergency expenditures of the PCPA Operations department so as to maintain an efficient, responsive and orderly operation;

BE IT THEREFORE RESOLVED that the Commission authorizes staff to establish a Petty Cash fund in the amount of \$200 for the PCPA Operations Department.

Passed by the Commission on September 14, 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 for the PCPA Operations Department

Resolution No: 94-54

Date: September 7, 1994

Presented by: Heather Teed

Background and Analysis: PCPA currently has one Petty Cash fund, maintained by PCPA Administration. This fund is used to support the needs of the Administration, Event Services, Operations and Box Office departments. Petty Cash expenditures are authorized up to \$50 per item. Departments are restricted to using Petty Cash only for small, unforeseen or emergency purchases.

The Petty Cash currently on hand at the PCPA has been used to a large extent for the Operations department needs, requiring frequent replenishment of these funds. In order to meet the needs of all the PCPA departments and to continue to run efficient operations, the staff has determined the need to establish a separate Petty Cash fund for use by the PCPA Operations Department.

Financial Impact: The use of Petty Cash funds for unforeseen or emergency purchases is not anticipated to increase expenditures for the Operations Department or PCPA as a whole.

Recommendation: Staff recommends that the Commission approve the establishment of a \$200 Petty Cash fund for the PCPA Operations department.