

METROPOLITAN EXPOSITION-RECREATION COMMISSION

RESOLUTION NO. 95-17


Authorizing an increase of \$50 for the Petty Cash fund at the Oregon Convention Center, 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 increase the amount of Petty Cash funds available for the OCC Operations department, due to increased volume;
3. The increase of \$50 brings the total OCC Operations Department Petty Cash funds to \$200, which makes it consistent with Operations Petty Cash funds at other MERC-managed facilities;


BE IT THEREFORE RESOLVED that the Commission authorizes staff to increase the Petty Cash funds by \$50 for the Oregon Convention Center Operations Department.

Passed by the Commission on April 12, 1995.


Chairman


Secretary-Treasurer

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

By: 
Mark B. Williams
Senior Assistant Counsel

MERC STAFF REPORT

Agenda Issue: Increase of Petty Cash funds for the OCC Operations Department

Resolution No: 95-17

Date: April 12, 1995

Presented by: Heather Teed

Background and Analysis: The Operations Department of the Oregon Convention Center currently has Petty Cash funds in the amount of \$150. Due to increased business and the needs of the Operations Department, they have requested an increase in the amount of Petty Cash authorized for their use.

To maintain consistency, it is reasonable to increase OCC's Petty Cash funds to \$200, which is the same amount authorized for Petty Cash at other MERC facilities.

Petty Cash expenditures would continue to be authorized up to \$50 per item. Departments are restricted to using Petty Cash only for small, unforeseen or emergency purchases.

Financial Impact: This increase is not anticipated to increase expenditures for the Operations Department or OCC as a whole.

Recommendation: Staff recommends that the Commission approve an increase of \$50 in the amount authorized for Petty Cash funds for the OCC Operations Department.