



## Legislation Text

**File #:** 0546-2012, **Version:** 1

### 1. BACKGROUND

This legislation authorizes an increase in the amount of the imprest petty cash operating fund within the Construction Section of the Division of Design and Construction to accommodate the emergency purchase of small items and services needed to conduct the daily operations within the section. This ordinance would allow for an additional \$200.00 to the petty cash within the Construction Inspection Fund (Fund 518) for an amount not to exceed \$400.00, in the Department of Public Service, Division of Design and Construction. The existing petty cash fund is insufficient to insure the availability of funds for cash purchases.

### 2. FISCAL IMPACT

The 2012 Budget for the Division of Design and Construction can accommodate the increase in the imprest petty cash fund.

To provide for an increase, in the amount of \$200.00, in the imprest petty cash operating fund in the Department of Public Service, Division of Design and Construction; to authorize the expenditure of \$200.00 from the Construction Inspection Fund. (\$200.00)

**WHEREAS**, the existing petty cash fund in the Department of Public Service, Division of Design and Construction, is insufficient to handle emergency cash purchases; and

**WHEREAS**, this legislation authorizes an increase in the amount of the imprest petty cash operating fund not to exceed \$400.00, in the Department of Public Service, Division of Design and Construction; and

**WHEREAS**, in the usual daily operation of the Department of Public Service, Division of Design and Construction it is necessary to authorize an increase in the amount of the petty cash available to provide a sufficient source to maintain daily operations thereby preserving the public health, peace, property, safety and welfare; now, therefore

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF COLUMBUS:

**SECTION 1.** That the imprest petty cash fund presently provided to the Department of Public Service, Division of Design and Construction, Construction Section, be increased by \$200.00 to a total not to exceed \$400.00.

**SECTION 2.** That the City Auditor shall upon receipt of a voucher approved by the Director of the Department of Public Service provide an additional sum not to exceed \$200.00 from the Construction Inspection, Fund 518, Division of Design and Construction, Division No. 59-12, Object Level Three 5520, OCA Code 591450 for use in the daily operation of the imprest cash fund functions of the Division of Design and Construction.

**SECTION 3.** That the imprest petty cash fund hereby be increased by \$200.00 and shall be operated by the Administrator of the Division of Design and Construction or by an employee designated by him who shall keep an accurate accounting of such monies.

**SECTION 4.** That for the reasons stated in the preamble hereto, which is hereby made a part hereof, this ordinance shall take effect and be in force from and after its passage and approval by the Mayor or ten days after passage if the Mayor neither approves nor vetoes the same.