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**RESOLUTION NO. 22-04**

**RESOLUTION ESTABLISHING A PETTY CASH FUND**

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**WHEREAS**, Puget Sound Emergency Radio Network (PSERN) requires working funds available for incidental items such as cleaning supplies, postage, and office supplies; and

**WHEREAS**, issuing a check or using a purchasing card is not always cost effective for purchases under \$100.00.

**NOW, THEREFORE, LET IT BE RESOLVED THAT THE BOARD OF DIRECTORS OF THE PSERN OPERATOR DOES RESOLVE AS FOLLOWS:**

1. The Board does hereby declare and appoint the Finance and Administrative Services Manager as custodian of the Petty Cash fund. All disbursements to the Petty Cash account must be authorized by the Finance and Administrative Services Manager or designee.
2. The Board does hereby declare and authorize the Petty Cash fund for PSERN be established in the amount of \$150.00 and the authorized amount is to be included on the monthly balance sheet. Individual petty cash transactions shall not exceed \$100.

**ADOPTED** at the regular meeting of the PSERN Operator Board of Directors, this 27<sup>th</sup> day of October 2022.

**PSERN OPERATOR  
KING COUNTY, WASHINGTON**

DocuSigned by:

*Lora Ueland*

Lora Ueland, Chair