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3 **2019 RES-400**

4 **AUTHORIZING AN INCREASE IN THE EXPENDITURE LIMIT FOR THE SHERIFF'S**
5 **OFFICE PETTY CASH REVOLVING FUND**

6 The Dane County Sheriff's Office maintains a petty cash fund of \$4,200. The
7 single transaction maximum expenditure allowed from this account is currently \$100.
8 This fund is used to advance money to deputies who make out-of-state prisoner
9 conveyances, conduct investigations, attend out-of-state conferences, and make
10 miscellaneous and emergency purchases including registration and title transfer of new
11 vehicles, and CDL permits and licenses.

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13 The maximum single transaction expenditure threshold of \$100 from this account
14 has not increased since 2008 and is insufficient to meet Departmental needs. Funding
15 advances routinely go over \$100 due to increased costs, a typical transaction advance is
16 between \$200 and \$300.

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18 **NOW THEREFORE BE IT RESOLVED** that the Dane County Board authorize
19 the maximum amount for single expenditure transactions from the Sheriff's Office petty
20 cash revolving fund be increased from \$100 to \$300.