



SHERIFF KALVIN D. BARRETT  
**DANE COUNTY SHERIFF'S OFFICE**

CHRISTOPHER J. NYGAARD, Chief Deputy

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DATE: May 16, 2022

TO: Personnel and Finance Committee

FROM: Chief Deputy Christopher J. Nygaard

RE: Request Approval to Purchase Refreshments and Supplies for Sheriff's Office Staff for Employee Appreciation Observance

The Dane County Sheriff's Office requests approval to purchase refreshments and supplies for an Employee Appreciation Observance event to include foodstuff, beverages, napkins, plates, utensils, and refreshments so that they may be purchased using a Pcard. The Sheriff's Office Employee Appreciation Observance is an opportunity to show support and to thank employees for their service and offer a token of respect for hard work and dedication during difficult times.

The Sheriff's Office respectfully requests an exception to Section 20.14 of the Expense Account Ordinance to permit the Sheriff's Office to purchase refreshment and supplies for the Employee Appreciation Observance. \$500 is the estimated cost to purchase refreshments and supplies for the event and the Department has identified available funding for this purpose.

Thank you very much for your consideration.