



SHERIFF DAVID J. MAHONEY  
**DANE COUNTY SHERIFF'S OFFICE**

CHRISTOPHER J. NYGAARD, Chief Deputy

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DATE: May 4, 2021

TO: Personnel and Finance Committee

FROM: Chief Deputy Christopher J. Nygaard

RE: Request Approval to Purchase Refreshments and Supplies for Sheriff's Office Swearing-In-Ceremony Events

The Dane County Sheriff's Office requests approval for the purchase of refreshments and supplies for Swearing-In-Ceremony events to include cake, beverages, napkins, plates, utensils, and refreshments so that they may be purchased using a Pcard. Deputy Sheriff officers swear or affirm an oath of office upon commissioning during the Swearing-In-Ceremony.

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 each Swearing-In-Ceremony. \$600 is the estimated cost to purchase refreshments and supplies for each event and the Department has identified available funding for this purpose.

Thank you very much for your consideration.