



# FAMILY COURT SERVICES

Dane County Courthouse  
215 S. Hamilton Street Room 2030  
Madison, Wisconsin 53703-3282  
608-266-4607  
608-266-6588 Fax  
TTY: Call WI Relay 711  
<https://familycourtservices.countyofdane.com/>

## Memorandum

**TO:** Personnel and Finance Committee  
Meg Krohn, Deputy Controller

**FROM:** Jenny Cooke, LMFT *jc*  
Director

**DATE:** 6/2/2022

**RE: PERMISSION TO PURCHASE STAFF LUNCH**

I am requesting an exception to Chapter 20 to allow purchase of food over the \$10 limit allowed on Pcard lunch purchases. This lunch would be part of a Family Court Services (FCS) staff training event and would be a small gesture of appreciation and gratitude for the patience and commitment shown during the past years as FCS has navigated many changes including, a new director, the pandemic, ongoing staff shortages and a waitlist for families. I estimate the cost would be under \$200, which we have available in our budget.

Thank you for considering this request.