

**MARYSVILLE FIRE DISTRICT  
RESOLUTION 2009B-13**

**AUTHORIZATION FOR PETTY CASH FUND AND NAME  
ADMINISTRATIVE ASSISTANT AS CUSTODIAN**

**WHEREAS**, Marysville Fire District operations require small purchases to be made within the local area; and

**WHEREAS**, paying small bills through the regular governmental system is time consuming and costly; and

**WHEREAS**, paying such bills within the petty cash account will result in savings to Marysville Fire District;

**NOW, THEREFORE, BE IT RESOLVED** that the Marysville Fire District Board of Directors hereby adopt the following:

1. Petty cash fund, hereafter referred to as “PETTY CASH FUND” is hereby established.
2. The fund shall be maintained at \$1,500.00 (One Thousand Five Hundred Dollars).
3. Tracy Sisk, Administrative Assistant for Marysville Fire District, is designated and named the custodian of the fund. The designated custodian shall hold such position until terminated by the Board or until termination of employment with Marysville Fire District, whichever shall first occur. The designated custodian or his/her duly appointed successor shall perform the duties set forth in this resolution.
4. Three additional signers shall be designated, including the Fire chief and two other designated by the Fire Chief.
5. The custodian shall deposit all monies received for such fund in the Marysville Fire District “Petty Cash Fund” checking account. Such money shall consist of the initial deposit authorized by this resolution and replenish fund from warrants issued pursuant to vouchers authorized by the Board and refunds of unexpended advances received from officers and employees.
6. Disbursements from the fund shall be made by check signed by the custodian or another account signer. Disbursements shall be made only pursuant to statute and pursuant to rules and regulations prescribed by the Washington State Auditor.

**ADOPTED** at the regular meeting of the Board of Directors of the Marysville Fire District this 18<sup>th</sup> day of November 2009.

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Chairperson

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Boardmember

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Boardmember

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Boardmember

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Boardmember

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Boardmember

**ATTEST:**

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Board Secretary