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DEPARTMENT OF ADMINISTRATION

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March 7, 2003

MEMORANDUM

TO: Mark A. Manendo, Chairman
Assembly Government Affairs Committee

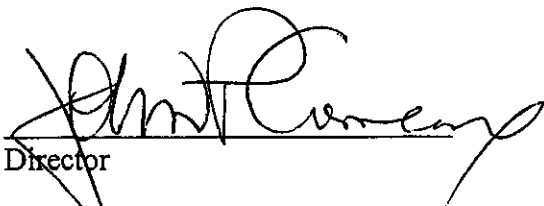
FROM: John P. Comeaux, Director
Department of Administration

SUBJECT: Petty Cash Fund

We have attempted to contact the agencies on the attached list to see if the current limit of \$250.00 for the Petty Cash Account is a problem. Of the limited responses received only one agency Transportation Service Authority, has stated that the current limit is a problem.

Due to complaints I have received in the past, I feel we need to at least double the current \$250.00 to \$500.00, if you are not comfortable with eliminating the cap.

Thank you for your assistance in this matter. Please call me if you have any questions.


Director

JPC:LS:ls

Attachment

ASSEMBLY GOVERNMENT AFFAIRS
DATE: 3/13/03 ROOM: 3143 EXHIBIT C, 103
SUBMITTED BY: Chairman Manendo

**BOARD OF EXAMINER
PETTY CASH FUND APPROVALS**

AGENCY	DATE APPROVED	AMOUNT	PURPOSE
Conservation and Natural Resources, Forestry Division	4/10/01	\$100	Two funds for \$50 each, one for the northern NV nursery and the other for the southern NV nursery to enable them to make change for tree sales.
Human Resources, Health Division, Family Planning	7/25/00	\$100	To provide the Boys Encouraging Adolescent Responsibility Program in Battle Mountain a petty cash fund for cash incentives and refreshments to keep at-risk teens in school.
Taxation	6/13/00	\$200	Increase in two existing funds (one in LV and one in Reno) from \$50 to \$100 each to make change for taxpayers that pay their taxes at the counter.
Conservation and Natural Resources, Parks Division, Old Las Vegas Mormon Fort	2/8/00	\$30	To enable agency to make change for user fee collections.
Governor's Office	8/12/99	\$150	For miscellaneous office expenses (office supplies) and host fund.
Human Resources, Health Division	3/10/99	\$50	For the Community Health Services Clinic in Eureka to make change for clients and purchase low volume office supplies.
Conservation and Natural Resources, Parks Division	8/27/98	\$100	Increase in existing fund from \$70 to \$100 to make change for user fee collections at Big Bend of the Colorado State Recreation Area.
Conservation and Natural Resources, Parks Division	6/15/98	\$50	Increase in the existing fund from \$30 to \$50 to make change for user fee collections at Spring Valley State Park
Taxation	5/26/98	\$150	Increase in existing fund from \$50 to \$150 in the Elko office to make change for taxpayers.
Museums, Library and Arts, NV State Library	2/18/98	\$240	Increase in existing fund from \$180 to \$240 to operate two coin operated photo copy machines in the reference and Federal publications area.
Conservation and Natural Resources, Parks Division, Valley of Fire State Park	12/9/97	\$250	Increase in existing fund from \$70 to \$250 for the campground fee collector and for two fee collectors at the entrance to the park.
Transportation Services Authority	11/5/97	\$500	Establish two investigative funds of \$250 each (one in LV and one in Sparks) to provide compliance/enforcement investigators with funds to purchase services when involved in undercover investigations of illegal cab, limousine and bus operations.
Conservation and Natural Resources, Parks Division	8/20/97	\$30	To make change for user fee collections at Kershaw Ryan State Park.
Human Resources, Health Division	8/20/97	\$350	Two petty cash funds. Family Planning, \$100, for the Adolescent Pregnancy Program in Silver Springs to allow financial incentives to keep children in school. Family Planning, \$250, Boys Adolescent Program in Carson City to allow financial incentives to keep children in school.

AGENCY	DATE APPROVED	AMOUNT	PURPOSE
Human Resources, Health Division	5/1/97	\$350	Two accounts; one for \$100 and one for \$250. Explanation not available.
Human Resources, Health Division	3/7/97	\$600	Three funds. State Laboratory, \$250, to make change for customers requesting various testing procedures. Pregnancy Prevent Program in Carson City, \$250, to pay incentives that encourage participation in important program projects and remain in school. Adolescent Pregnancy Prevention program and the Adolescent Responsibility Program, \$100, to provide cash incentives for attendance.
Gaming Control Board	3/7/97	\$325	Increase in the Las Vegas fund from \$100 to \$200 and new funds in Carson City for \$100 and in Reno for \$25 to make change for publication sales.
Human Resources, Mental Health and Mental Retardation, Rural Clinics	12/11/96	\$250	To make change for patient collections.
Conservation and Natural Resources, Parks Division	7/9/96	\$80	Increase three existing change funds. Spooner booth for Lake Tahoe State Park from \$30 to \$50; Cave Rock booth for Lake Tahoe State Park from \$30 to \$50; Valley of Fire State Park from \$30 to \$70.
Conservation and Natural Resources, Parks Division	6/18/96	\$100	A \$30 change fund for the Ward Charcoal Ovens State Park. An increase in the change fund at Sand Harbor State Park fee booth from \$40 to \$70.
Conservation and Natural Resources, Parks Division	3/5/96	\$220	To make change for fees collected at newly acquired and developed recreation areas. Washoe Lake State Park North Ramp, \$60; Big Bend State Recreational Area, \$70; District V Visitor Center, \$50; and an increase in change fund at Floyd Lamb State Park from \$30 to \$70 to increased visitation volume.
Health Division, Community Health Services	12/19/95	\$25	To make change at the Silver Springs Clinic for paying clients.
Museums, Library and Arts, NV State Library	12/4/95	\$180	Increase in existing fund from \$90 to \$180 to operate the change machine in the reference area.
Secretary of State	10/13/95	\$250	For purchase of small office supply items not available from Purchasing or for small emergency items that are required for service to customers.
Environmental Protection	10/13/95	\$100	To pay for operating expenses of environmental staff in the field, i.e., for minor purchases of dry ice, styrofoam ice chests, zip lock bags, etc. used for water testing and other field activities.
Taxation	8/22/95	\$50	To make change for taxpayers in the Elko office.
Human Resources, Health Division, State Laboratory	8/22/95	\$200	Increase existing fund from \$100 to \$200 to keep cash on hand to make change for customers.
Conservation and Natural Resources, Parks Division	4/28/95	\$50	South Fork State Recreation Area. Change for fees collected.