

Please return to:

*Executive Assistant
Kennewick Irrigation District
12 West Kennewick Avenue
Kennewick, WA 99336*

KENNEWICK IRRIGATION DISTRICT RESOLUTION 2013-30

PETTY CASH & CHANGE FUNDS AUTHORIZED

WHEREAS, the Board of Directors of Kennewick Irrigation District has a need to have a petty cash fund for minor purchases where a vendor account is not available; and

The District has a need for change funds on hand to provide bills and coinage for change for cash payments of assessments; and

The Kennewick Irrigation District Board of Directors desires to authorize the necessary imprest accounts and authorize the District Manager to establish procedures and appoint a custodian for each petty cash account or change account.

NOW THEREFORE BE IT RESOLVED that the Board of Directors authorizes the establishment of one petty cash fund and four change funds to be held in the custody of individual eligible employees at the main office to be appointed by the District Manager as account custodians. The District Manager is also authorized and directed to establish and publish for staff procedures for the use, safekeeping and replenishment of said funds.

Resolution 2013-30 is hereby adopted by the Board of Directors of the Kennewick Irrigation District, Benton County, Washington, at a meeting with a quorum present in open public session thereof, this 16th day of December, 2013.


Gene A. Huffman, President


Patrick McGuire, Vice President


David McKenzie, Director


Kirk Rathbun, Director


Penny Hermanson, Director