

Please return to:

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

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**KENNEWICK IRRIGATION DISTRICT  
RESOLUTION 2012-17**

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**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 up to 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 2012-17 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 3rd day of April, 2012.

  
Gene A. Huffman

  
Patrick McGuire

  
John A. Jaksch

  
David McKenzie

**ABSENT**

  
Kirk Rathbun