

REPORT OF GENERAL MANAGER

NO. 02-256

DATE June 19, 2002

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: Signature Authority for Petty Cash Accounts

J. Combs _____	J. Kolb _____
A. Coroalles _____	M. Tamuri _____
J. Duggan* <u>JD</u>	
H. Fujita _____	



 General Manager

Approved _____ Disapproved _____ Withdrawn _____

RECOMMENDATION:

That a Resolution be adopted authorizing the following personnel of the Department of Recreation and Parks to sign checks, effective July 1, 2002, on the petty cash fund of the

1. Municipal Sports Fund 301:

ADD: Manuel A. Mollinedo, General Manager
Marjorie Matthews, Executive Officer

DELETE: Ellen Oppenheim, General Manager

2. Recreation and Parks Fund 302:

ADD: Andrew Kramer, Principal Accountant

SUMMARY:

Due to recent changes in the Department's staff, new signature authorizations are required for checks written against the Department's petty cash fund.

Prepared by: Rose Reyes