

REPORT OF THE GENERAL MANAGER

NO. 03-359

DATE November 5, 2003

C.D. _____

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: SIGNATURE AUTHORITY FOR PETTY CASH ACCOUNTS

J. Combs _____
F. Mok F.M.
J. Kolb _____

T. Corrales _____
H. Fujita _____
B. Lukehart _____



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Withdrawn _____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 November 5, 2003, on the Petty Cash Fund of the

1. Municipal Sports Fund 301:

ADD: Faith Mok, Director of Finance

DELETE: Marjorie Matthews, Executive Officer

2. Recreation and Parks Fund 302:

ADD: Faith Mok, Director of Finance

DELETE: Andrew Kramer, Principal Accountant

SUMMARY:

Due to recent retirements and changes in the Department's staff, new signature authorizations are required for checks written against the Department's Petty Cash Fund.