

VILLAGE OF LOMBARD
REQUEST FOR BOARD OF TRUSTEES ACTION
For Inclusion on Board Agenda

 X Resolution or Ordinance (Blue) *Waiver of First Requested*
 Recommendations of Boards, Commissions & Committees (Green)
 Other Business (Pink)

TO: President and Village Board of Trustees

FROM: William T. Lichter, Village Manager

DATE: January 18, 2008 (COW)(B of T): February 7, 2008

TITLE: Revision to the Village's Purchasing Manual

SUBMITTED BY: Rhonda Heabel, Assistant Director of Finance

BACKGROUND/POLICY IMPLICATIONS:

The proposed revision is for the Petty Cash section of the Purchasing Manual. This change is to add an additional petty cash drawer for Police Records in the amount of \$500.

Due to the implementation of the Adjudication Program, the purpose of this additional petty cash drawer would be to make change for payments received at the hearings.

In the interest of saving paper, only the proposed change to the Petty Cash section of the Purchasing Policies and Procedures Manual is attached (Exhibit A). If anyone would like to view the complete manual, a copy is available in the Finance Department.

Staff requests that the Village Board approve this revision.

FISCAL IMPACT:

N/A

REVIEW (as needed):

Village Attorney XX	_____	Date	_____
Finance Director XX	<i>Timothy Sinton</i>	Date	<i>1/22/08</i>
Village Manager XX	_____	Date	_____

NOTE: All materials must be submitted to and approved by the Village Manager's Office by 12:00 Noon, Wednesday, prior to the Board Agenda distribution.