

**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: David A. Hulseberg, Village Manager *deah*

DATE: May 22, 2012 (COW)(B of T): June 7, 2012

TITLE: Revision to the Village's Purchasing Manual

SUBMITTED BY: Tim Sexton, Director of Finance

**BACKGROUND/POLICY IMPLICATIONS:**

The proposed revision is for the Petty Cash section of the Purchasing Manual. Revisions include changes to internal procedures.

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.

The Finance Committee voted unanimously to recommend approval of the staff recommendation and the amended wording to the policy.

**FISCAL IMPACT:**

N/A

**REVIEW** (as needed):

Village Attorney XX	_____	Date	_____
Finance Director XX	<i>Timothy Sexton</i>	Date	<i>5/22/12</i>
Village Manager XX	<i>David A. Hulseberg</i>	Date	<i>5/24/12</i>

**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.**