

**CITY OF WEST RICHLAND  
ORDINANCE NO. 29-19**

**AN ORDINANCE OF THE CITY OF WEST RICHLAND, WASHINGTON  
RELATING TO PETTY CASH AND AMENDING WEST RICHLAND  
MUNICIPAL CODE SECTIONS 3.44.030 AND 3.44.031**

**THE CITY COUNCIL OF THE CITY OF WEST RICHLAND, WASHINGTON,** do hereby ordain as follows:

**Section 1: West Richland Municipal Code section 3.44.030 is hereby amended to read as follows:**

**3.44.030 Petty cash revolving funds – Created.**

There is created and established a general fund petty cash fund for the purpose of paying for purchases of small items and supplies and other expenses minor in nature incurred in connection with the official business of the city and for the making of change. One thousand four hundred dollars is authorized for the petty cash fund.

**Section 2: West Richland Municipal Code section 3.44.031 is hereby amended to read as follows:**

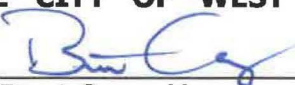
**3.44.031 Petty cash fund distribution.**

The petty cash fund herein established shall be distributed as follows:

- A. Four hundred dollars for the finance department change fund;
- B. Two hundred dollars for the finance department petty cash fund;
- C. Four hundred dollars for the community and economic development and public works change fund.
- D. Four hundred dollars for the police department change fund.

**Section 3: Effective Date.** This ordinance shall become effective five (5) days after its passage and publication as required by law.


**PASSED BY THE CITY COUNCIL OF THE CITY OF WEST RICHLAND,  
WASHINGTON,** this 15th day of October 2019.

  
\_\_\_\_\_  
Brent Gerry, Mayor

ATTEST:

  
\_\_\_\_\_  
Julie Richardson, City Clerk

APPROVED AS TO FORM:

  
\_\_\_\_\_  
Bronson Brown, City Attorney

**3.44.030 Petty cash revolving funds – Created.**

There is created and established a general fund petty cash fund for the purpose of paying for purchases of small items and supplies and other expenses minor in nature incurred in connection with the official business of the city and for the making of change. One thousand ~~two~~four hundred dollars is authorized for the petty cash fund. [Ord. 16-18 § 1, 2018; Ord. 22-12 § 1, 2012; Ord. 5-04 § 1, 2004; Ord. 307 § 3(b), 1979].

**3.44.031 Petty cash fund distribution.**

The petty cash fund herein established shall be distributed as follows:

- A. Four hundred dollars for the finance department change fund;
- B. Two hundred dollars for the finance department petty cash fund;
- C. ~~Two~~Four hundred dollars for the community and economic development and public works change fund;
- D. Four hundred dollars for the police department change fund. [Ord. 16-18 § 2, 2018; Ord. 22-12 § 2, 2012].