

**ORDINANCE 21-13**  
**AN ORDINANCE OF THE CITY OF PORTAGE**  
**ESTABLISHING A PETTY CASH FUND**

**WHEREAS**, the Common Council of the City of Portage, Porter County, Indiana recognizes funds should be available for the purpose of paying small or emergency items of operating expense, as provided by IC 36-1-8-3; and

**WHEREAS**, the Clerk-Treasurer is the custodian of the fund.

**NOW THEREFORE BE IT RESOLVED**, that the Common Council of the City of Portage hereby establish a petty cash fund in the amount of one hundred dollars (\$100.00); and

**BE IT FURTHER RESOLVED** that all small cash purchases from and replenishments to this fund will follow the procedures outlined in IC 36-1-8-3 and the Indiana State Board of Accounts Accounting and Uniform Compliance Guidelines Manual for Cities and Towns.

**PASSED AND ADOPTED** by Common Council of the City of Portage on the 3<sup>rd</sup> day of August 2021.

\_\_\_\_\_  
Presiding Officer

ATTEST:

\_\_\_\_\_  
Nina Rivas  
Clerk-Treasurer

Presented by me to the Mayor of the City of Portage, Porter County, Indiana this \_\_\_\_\_ day of \_\_\_\_\_ 2021.

\_\_\_\_\_  
Nina Rivas  
Clerk-Treasurer

Approved by me, the Mayor of the City of Portage, Porter County, Indiana this \_\_\_\_\_ day of \_\_\_\_\_ 2021.

\_\_\_\_\_  
Sue Lynch  
Mayor