

## Chapter 3.16 PETTY CASH FUNDS<sup>1</sup>

Sections:

- 3.16.005 For use by Youth Diversion Program. (Repealed)
- 3.16.010 For use by City Hall offices.
- 3.16.015 For use by the Department of Finance & Administration.
- 3.16.020 For use by Department of Community Development. (Repealed)
- 3.16.030 For use by Police Department.
- 3.16.040 For use by Department of Public Works.
- 3.16.060 For use by Municipal Court.
- 3.16.075 For use by the Stonegate Municipal Pool. (Repealed)
- 3.16.080 For use by the 77th & Antioch Municipal Pool. (Repealed)
- 3.16.090 For use by the 104th & Roe Municipal Pool. (Repealed)
- 3.16.095 For use by the Marty Municipal Pool. (Repealed)
- 3.16.100 For use by staff at St. Andrews Municipal Pool. (Repealed)
- 3.16.110 For use by Bluejacket Municipal Pool. (Repealed)
- 3.16.120 For use by the Department of the City Manager and the Mayor and City Council.
- 3.16.130 For use by the Law Department.
- 3.16.140 For use by the Department of Planning and Development Services.
- 3.16.150 For use by Leisure Services.
- 3.16.160 For use by Department of Human Resources.
- 3.16.170 For use by staff at Tomahawk Ridge Aquatic Center. (Repealed)
- 3.16.180 For use by Public Works Traffic Services. (Repealed)
- 3.16.190 For use by the Data Processing Division.
- 3.16.200 For use by Neighborhood Preservation Section.
- 3.16.210 For use by Fire Training Center.
- 3.16.220 For use by Fire Department Administrative Offices.

**3.16.005 For use by Youth Diversion Program.**

Repealed.

(History: Ord. PCF-CF-1583 §2, 89; PCF-1004 §1, 79)

**3.16.010 For use by City Hall offices.**

There is hereby established a petty cash fund in the amount of \$1,500.00 to be used by the City Hall offices in the purchase of miscellaneous small items of supplies or equipment. Such fund shall be reimbursed from time to time by appropriation ordinance in order to maintain a maximum balance of \$1,500.00 therein. A complete record of such purchases and expenditures shall be kept and maintained.

(History: Ord. PCF-2810 §1, 2009; PCF-1960 §1, 95; PCF-1599 §1, 89; PCF-1164 §2, 82; PCF-257§2, 64)

---

<sup>1</sup> For statutory provisions concerning petty cash funds, see Chapter 42, 1972 Session Laws of Kansas.

**3.16.015 For use by the Department of Finance & Administration.**

There is hereby established a petty cash fund in the amount of FIFTY DOLLARS to be used by the City Department of Finance & Administration in the purchase of miscellaneous small items of supplies or equipment. Such fund shall be reimbursed from time to time by appropriation ordinance in order to maintain a maximum balance of FIFTY DOLLARS therein. A complete record of such purchases and expenditures shall be kept and maintained.

(History: Ord. PCF-1623 §1, 90)

**3.16.020 For use by Department of Community Development.**

Repealed.

(History: Ord. PCF-CF-1994 §3, 96; PCF-955; PCF-844; PCF-723)

**3.16.030 For use by Police Department.**

There is established a petty cash fund in the amount of \$500.00 dollars to be used in the purchase of miscellaneous small items of supplies or equipment for use by the department of police. The fund shall be reimbursed from time to time by appropriation ordinance in order to maintain a maximum balance of \$500.00 dollars therein. A complete record of such purchases and expenditures shall be kept and maintained.

(History: Ord. PCF-1992 §1, 96; PCF-976; PCF-373A)

**3.16.040 For use by Department of Public Works.**

There is hereby established a petty cash fund in the amount of \$500.00 to be used by the City Department of Public Works in the purchase of miscellaneous small items of supplies or equipment, payment of shipping charges, and reimbursement of employee expenses as follows: \$100.00 for the use by Public Works at City Hall, \$200.00 for use by the Shawnee Mission District Office and \$200.00 for use by the Blue Valley District Office. Said fund shall be reimbursed from time to time by appropriation ordinance in order to maintain a maximum balance of \$500.00 therein. A complete record of such purchases and expenditures shall be kept and maintained.

(History: Ord. PCF-2256 §1, 2001; PCF-2163 §1, 99; PCF-1931 §1, 95; PCF-1331 §1, 85; PCF-843 §1, 75; PCF-722)

**3.16.060 For use by Municipal Court.**

There is established a petty cash fund in the amount of \$75.00 to be used in the purchase of miscellaneous small items of supplies or equipment for use by the municipal court of the City. The fund shall be reimbursed from time to time by appropriation ordinance in order to maintain a maximum balance of \$75.00 therein. A complete record of such purchases and expenditures shall be kept and maintained.

(History: Ord. PCF-1721 §1, 91; PCF-486 §1, 67)

**3.16.075 For use by the Stonegate Municipal Pool.**

Repealed.

(History: Ord. REP-2708 §1, 2007; PCF-1021 §1, 79)

**3.16.080 For use by the 77th & Antioch Municipal Pool.**

Repealed.

(History: Ord. REP-2708 §1, 2007; PCF-621 §1, 71)

**3.16.090 For use by the 104th & Roe Municipal Pool.**

Repealed.

(History: Ord. REP-2708 §1, 2007; PCF-622 §1, 71)

**3.16.095 For use by the Marty Municipal Pool.**

Repealed.

(History: Ord. REP-2708 §1, 2007; PCF-1114 §1, 81)

**3.16.100 For use by staff at St. Andrews Municipal Pool.**

Repealed.

(History: Ord. REP-2708 §1, 2007; P-CF-1489 §2, 88; PCF-752 §2, 73)

**3.16.110 For use by Bluejacket Municipal Pool.**

Repealed.

(History: Ord. REP-2708 §1, 2007; PCF-756 §2, 73)

**3.16.120 For use by the Department of the City Manager and the Mayor and City Council.**

There is established a petty cash fund in the amount of \$150.00 to be used by the Department of the City Manager and the Mayor and City Council in the purchase of miscellaneous small items of supplies or equipment. Such fund shall be reimbursed from time to time by appropriation ordinance in order to maintain a maximum balance of \$150.00 therein. A complete record of such purchases and expenditures shall be kept and maintained.

(History: Ord. PCF-2031 §1, 97; PCF-985 §1, 78)

**3.16.130 For use by the Law Department.**

There is established a petty cash fund in the amount of \$75.00 to be used in the purchase of miscellaneous small items of supplies or equipment for use by the Law Department. Such fund shall be reimbursed from time to time by appropriation ordinance in order to maintain a maximum balance of \$75.00 therein. A complete record of such purchases and expenditures shall be kept and maintained.

(History: Ord. PCF-986 §1, 78)

**3.16.140 For use by the Department of Planning and Development Services.**

There is hereby established a petty cash fund in the amount of \$250 to be used by the City Department of Planning and Development Services in the purchase of miscellaneous small items of supplies or equipment. Such fund shall be reimbursed from time to time by appropriation

## Chapter 3.16

ordinance in order to maintain a maximum balance of \$250 therein. A complete record of such purchases and expenditures shall be kept and maintained.

(History: Ord. PCF-2110 §1, 98; PCF-CF-1994 §2, 96; PCF-1374 §1, 86)

### **3.16.150 For use by Leisure Services.**

There is hereby established a petty cash fund in the amount of \$75.00 to be used by the Leisure Services offices in the purchase of miscellaneous small items of supplies or equipment. Such fund shall be reimbursed from time to time by appropriation ordinance in order to maintain a maximum balance of \$75.00 therein. A complete record of such purchases and expenditures shall be kept and maintained.

(History: Ord. PCF-1638 §1, 90)

### **3.16.160 For use by Department of Human Resources.**

There is hereby established a petty cash fund in the amount of \$100.00 dollars to be used by the City Department of Human Resources for the purchase of miscellaneous small items of supplies or equipment. Such fund shall be reimbursed from time to time by appropriation ordinance in order to maintain a maximum balance of \$100.00 dollars therein. A complete record of such purchases and expenditures shall be kept and maintained.

(History: Ord. PCF-1904 §1, 94; PCF-1657 §1, 90)

### **3.16.170 For use by staff at Tomahawk Ridge Aquatic Center.**

Repealed.

(History: Ord. REP-2708 §1, 2007; PC-CF-1741 §2, 92)

### **3.16.180 For use by Public Works Traffic Services.**

Repealed.

(History: Ord. PCF-2256 §2, 2001; PCF-1783 §1, 93)

### **3.16.190 For use by the Data Processing Division.**

There is established a petty cash fund in the amount of \$100.00 to be used in the purchase of miscellaneous small items of supplies or equipment for use by the Data Processing Division of the City Manager's Office. The fund shall be reimbursed from time to time by appropriation ordinance in order to maintain a maximum balance of \$100.00 therein. A complete record of such purchases and expenditures shall be kept and maintained.

(History: Ord. PC-1924 §1, 95)

### **3.16.200 For use by Neighborhood Preservation Section.**

There is hereby established a petty cash fund in the amount of \$75.00 to be used by the Neighborhood Preservation section located at the Overland Park Community Center in the purchase of miscellaneous small items of supplies or equipment. Such fund shall be reimbursed from time to time by appropriation ordinance in order to maintain a maximum balance of \$75.00 therein. A complete record of such purchases and expenditures shall be kept and maintained.

(History: Ord. PCF-2110 §2, 98)

**3.16.210 For use by Fire Training Center.**

There is hereby established a petty cash fund in the amount of \$100.00 to be used by the Fire Training Center located at 12401 Hemlock in the purchase of miscellaneous small items of supplies or equipment. Such fund shall be reimbursed from time to time by appropriation ordinance in order to maintain a maximum balance of \$100.00 therein. A complete record of such purchases and expenditures shall be kept and maintained.

(History: Ord. PCF-2455 §1, 2003)

**3.16.220 For use by Fire Department Administrative Offices.**

There is hereby established a petty cash fund in the amount of \$200.00 to be used by the City Fire Department Administrative Offices located at 9550 West 95<sup>th</sup> Street in the purchase of miscellaneous small items of supplies or equipment. Such fund shall be reimbursed from time to time by appropriation ordinance in order to maintain a maximum balance of \$200.00 therein. A complete record of such purchases and expenditures shall be kept and maintained.

(History: Ord. PCF-2455 §2, 2003)

*[Next Page is 3-600]*