

RESOLUTION NO. 2024-\_\_\_\_\_

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PALM DESERT, CALIFORNIA, DESIGNATING THE FINANCE DIRECTOR AS THE AUTHORIZED AGENT FOR ESTABLISHING, AMENDING, AND TERMINATING PETTY CASH FUNDS THROUGHOUT THE CITY DEPARTMENTS

WHEREAS, historically the City Council established petty cash funds through a series of individual resolutions upon request by City departments; and

WHEREAS, each petty cash fund is under the supervision and control of the requesting department; and

WHEREAS, it is desirable to streamline the process for managing petty cash funds and ensure consistency and accountability across the organization.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Palm Desert, California, as follows:

SECTION 1. Designate the Finance Director to be the authorized agent to establish and amend the amount of each authorized petty cash fund, including, if necessary, the reduction or termination of each fund.

SECTION 2. Authorize the City Manager, through the Finance Director, to establish petty cash guidelines and amend them from time to time.

SECTION 3. Rescind all previous resolutions establishing petty cash funds in conflict with this resolution.

ADOPTED ON \_\_\_\_\_, 2024.

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KARINA QUINTANILLA  
MAYOR

ATTEST:

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ANTHONY J. MEJIA  
CITY CLERK

I, Anthony J. Mejia, City Clerk of the City of Palm Desert, hereby certify that Resolution No. 2024-\_\_ is a full, true, and correct copy, and was duly adopted at a regular meeting of the City Council of the City of Palm Desert on \_\_\_\_\_, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

RECUSED:

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the City of Palm Desert, California, on \_\_\_\_\_.

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ANTHONY J. MEJIA  
CITY CLERK