



MARION COUNTY BOARD OF COMMISSIONERS

## Board Session Agenda Review Form

Meeting date: \_\_\_\_\_

Department: \_\_\_\_\_

Title:

Management Update/Work Session Date: \_\_\_\_\_

Audio/Visual aids ☐

Time Required: \_\_\_\_\_

Contact: \_\_\_\_\_

Phone: \_\_\_\_\_

Requested Action:

Issue, Description  
& Background:

Financial Impacts:

Impacts to Department  
& External Agencies:

List of attachments:

Presenter:

Department Head  
Signature:

*Samuel A. Brentano*

BEFORE THE BOARD OF COMMISSIONERS

FOR MARION COUNTY, OREGON

In the matter of Establishing a Petty Cash )  
Fund for the Marion County Human Resources )  
Department. )

**ORDER No.**

This matter came before the Marion County Board of Commissioners at its regularly scheduled public meeting on Wednesday, September 17, 2025.

WHEREAS, the Marion County Human Resources Department has identified the need for a petty cash fund to make minor reimbursements to employees for parking fees paid at parking pay stations and other small departmental purchases of \$50.00 or less; and,

WHEREAS, the Marion County Human Resources Department has made provisions to assure control of the requested petty cash fund and the Marion County Treasurer, and the Marion County Controller have reviewed and approved the proposed control measures in accordance with Marion County Administrative Policy 903; and,

WHEREAS, the Marion County Administrative Policy 903 requires the approval of the County Administrative Officer and the Board of Commissioners to establish petty cash funds; and,

WHEREAS, it appears in the best public interest to establish the petty cash fund for the Marion County Human Resources Department; now, therefore,

1. IT IS HEREBY ORDERED that a petty cash fund be established for the Marion County Human Resources Department in the amount of \$100.00.

DATED at Salem, Oregon, this \_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

MARION COUNTY BOARD OF COMMISSIONERS

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner

Approved:

\_\_\_\_\_  
Chief Administrative Officer