



COMMISSIONERS COURT
COMMUNICATION

REFERENCE NUMBER _____

PAGE 1 OF 2

DATE: 04/18/2023

SUBJECT: **AUTHORIZATION TO ESTABLISH A CHANGE FUND FOR THE
OFFICE OF HISTORIC PRESERVATION AND ARCHIVES**

***** CONSENT AGENDA *****

COMMISSIONERS COURT ACTION REQUESTED

It is requested that the Commissioners Court authorize a change fund for the Office of Historic Preservation and Archives.

BACKGROUND

The Office of Historic Preservation and Archives has patrons purchase copies and scans of archived materials. The Historic Preservation and Archives Officer request a change fund in the amount of \$100.00 for patrons who do not have exact change.

FISCAL IMPACT

The \$100.00 change fund will be funded from account 100100/10000-2023/591020000.

SUBMITTED BY:	Auditor Office	PREPARED BY: APPROVED BY:	Kim Trussell S. Renee Tidwell
---------------	----------------	------------------------------	----------------------------------