



# CITY OF VICKSBURG

1415 Walnut Street, Suite 100 Vicksburg, MS 39180

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Thomas "TJ" Mayfield Ward 1 Alderman

Willis Thompson, Mayor

Vickie Bailey, Ward 2 Alderwoman

March 27, 2026

RECEIVED

To: Board of Mayor and Aldermen

MAR 27 2026

From: Sylvia Gurtowski; Parks and Recreation Department/City Pool

BY: *[Signature]*

Re: Request for Petty Cash

I am requesting permission to establish a petty cash fund in the amount of \$150.00 for the upcoming Swim Lesson Registration which will be held on May 13-16, 2026 at City Pool.

Following registration we will use \$50.00 as petty cash for the ongoing swim lesson registration and \$100 will be used for pool business operations.

The petty cash money will be returned at the close of our business season.

For additional information, please contact me at 634-4516/601-642-7010 (cell)

Respectfully,

*[Signature: Sylvia Gurtowski]*

Sylvia Gurtowski  
Parks and Recreation/City Pool  
Aquatics Director