

MEMO

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ALDERMAN

City of Vicksburg

1401 WALNUT STREET • VICKSBURG, MS 39181 • (601) 636-3411

March 31, 2025

To: Board of Mayor and Aldermen

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

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 14-17, 2025 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.

Respectfully,

A handwritten signature in blue ink that reads "Sylvia Gurtowski".

Sylvia Gurtowski
Parks and Recreation/City Pool
Aquatics Director

Incorporated 1825

City Website: <http://www.vicksburg.org>