

MEMO

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ALDERMAN



MICHAEL A. MAYFIELD, SR.
ALDERMAN

City of Vicksburg

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

G.F. _____
M.M. _____
W.T. _____

March 1, 2017

FEB 27 2017

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 17th – 20th 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 fund will be returned at the close of our business season.

For additional information contact me at 634-4516

Respectfully,

A handwritten signature in cursive script that reads "Sylvia Gurtowski".

Sylvia Gurtowski
Parks and Recreation/City Pool
Director

Incorporated 1825

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