

cc: Mr. Charles L. Davis
Mr. Forrest Gee
Mr. George Berry

June 20, 1969

Mr. Sam Williams, Director
Atlanta Urban Corps
Municipal Auditorium
Atlanta, Georgia 30303

Dear Sam:

Enclosed is City of Atlanta general fund check number 6056 in the amount of \$50.00 for the purpose of funding a petty cash procedure for the Urban Corps Project.

These funds are to be used only for those miscellaneous requirements for which it would not be practical or possible to issue the regular purchase requests or miscellaneous requisitions to the Purchasing Agent. The expenditures from the proceeds of the petty cash fund must be for relatively small amounts.

Every expenditure, without exception, is to be substantiated with some invoice, bill, or memoranda containing an adequate explanation as to what is being purchased. Periodically, as the fund nears depletion, you should accumulate these written records and attach them to a miscellaneous requisition written for an amount sufficient to bring the total fund back to a total of \$50.00. You should charge the appropriate expense account for the amounts paid out, rental, printing, supplies, etc. This miscellaneous requisition, along with the supporting bills and invoices, should be forwarded to this office in the usual manner.

As the project nears completion, you should make a final report on the petty cash fund, returning to this office a record of all then remaining paid bills along with the cash balance of the fund. These remaining paid bills along with the cash balance should total \$50.00.

I trust this information is sufficient to instruct you on the proper operation of the petty cash fund. If any further clarification is needed, please contact me or George Berry.

Sincerely yours,

Dan Sweat