



Department of Administration  
Business Operations Division

Tom Barrett  
Mayor

Sharon Robinson  
Director of Administration

Rhonda U. Kelsey  
City Purchasing Director

July 12, 2021

Chuck Schumacher, Finance and Administration Manager  
DPW-Operations Division  
841 N. Broadway, Room 620  
Milwaukee, WI 53202

**RE: Request to Create a Petty Cash Fund**

Dear Mr. Schumacher:

As requested in your letter dated July 7, 2021, I hereby authorize the creation of a Petty Cash Account of \$600 to establish seed money for two (2) additional registers (\$300 each) for the Tow Lot located at 3811 W. Lisbon Avenue; whereby Peter Knox, Tow Lot Manager, will be the custodian of the fund.

If you have not already done so, please:

- Submit a Resolution to the Common Council.
- Create a voucher in FMIS.

Thank you for your conscientious management of the petty cash account for the DPW-Tow Lot.

Sincerely,

Rhonda U. Kelsey  
City Purchasing Director

- c. Jeffery Polenske, P.E.  
Danielle Rodriguez  
Tom Woznick  
Peter Knox  
Jim Klajbor

RUK:ddm

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