

ORDINANCE NO. 362

**AN ORDINANCE OF THE CITY OF UNIVERSITY PLACE, WASHINGTON,  
AUTHORIZING A CHANGE FUND FOR THE CITY CLERK'S OFFICE FOR THE  
PURPOSE OF MAKING CHANGE FOR THE BUSINESS LICENSE PROGRAM.**

WHEREAS, the City of University Place City Clerk's Office has the responsibility for the business license program; and

WHEREAS, the City Clerk's Office will have the responsibility to make change for the registering businesses; NOW, THEREFORE,

**THE CITY COUNCIL OF THE CITY OF UNIVERSITY PLACE, WASHINGTON, DOES ORDAIN  
AS FOLLOWS:**

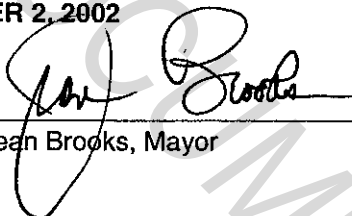
Section 1. Authorization of Change Fund. The City Clerk's Office is authorized to maintain a Change Fund for the purpose of making change. The Funds shall be administered by a custodian appointed by the Finance Director, in accordance with regulations providing such lawful administration.

Section 2. Appropriation of Funds. A sum of up to, but not exceeding, \$100.00 is to be appropriated from the City General Fund fund balance to the Change Fund for the City Clerk's Office. The Change Fund custodian shall assure that their change fund and any accompanying receipts are reconciled on a daily basis.


Section 3. Change Fund Procedures. The Change Fund custodian will abide by the written procedures for the appropriate and lawful administration of the Change Fund, as established by the Finance Director.

Section 4. Publication and Effective Date. A summary of this Ordinance consisting of its title shall be published in the official newspaper of the City. This Ordinance shall be effective five (5) days after its publication.

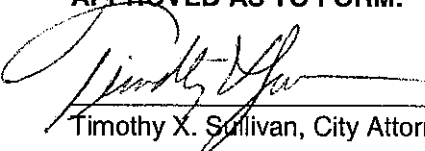
**PASSED BY THE CITY COUNCIL ON DECEMBER 2, 2002**

  
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Jean Brooks, Mayor

**ATTEST:**

  
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Catrina Craig, City Clerk

**APPROVED AS TO FORM:**

  
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Timothy X. Sullivan, City Attorney

Date of Publication: 12/4/02  
Effective Date: 12/9/02