



COLLIN COUNTY

Fire Marshal's Office
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February 13, 2012

TO: Commissioners' Court
FROM: Michael R. Smith
RE: Fire Marshal Cash Drawer Increase

Honorable Court,

Due to the increase in applications, permitting and cash payments this office receives daily, I respectfully request the Court to consider increasing the available on hand cash in the Fire Marshal's office cash "change" drawer. The current on hand cash is not enough to make change for daily transactions. This request is to increase the current change on hand from \$50.00 to \$100.00. The office personnel must delay taking applications or at times requires the staff to ask for an additional form of payment or the applicant be required return at a later time. This is has occurred too often which requires a staff member to interrupt the transaction and drive to the bank in order to obtain change. This is a reoccurring problem and happens to frequent. This is time consuming, inconvenient to our customers and interrupts the work flow of the office. The last time the cash drawer was increased was November 22, 2005 from \$25.00 to \$50.00. Court Order 2005-940-11-22