



# COLLIN COUNTY

**Andrea Stroh Thompson**  
District Clerk  
2100 Bloomdale Rd  
Suite 12132  
McKinney, Texas 75071  
972-548-4320 or  
972-424-1460 Ext 4320 (Metro)

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Date: March 1, 2012  
Subject: Increase in Cash Drawer and Petty Cash – Plano Passport  
To: Collin County Commissioners  
From: Andrea Stroh Thompson  
District Clerk

I am requesting that the cash drawers for the Plano Passport Office be increased from \$50.00 to \$100.00 dollars. I am also requesting that a petty cash drawer be set up in the amount of \$150.00. The increase in the cash drawers, and addition of petty cash, should help alleviate the frequent trips to the bank for change in an office without enough staff to cover regular absences such as these.