



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)

Date: October 30, 2012
Subject: Petty Cash Increase
To: Collin County Commissioners
From: Andrea S. Thompson
District Clerk

I am requesting the petty cash drawer be raised from \$250.00 to \$500.00 for the District Clerk's Office. This increase will alleviate the frequent trips to the bank for change.