



# COLLIN COUNTY

**Stacey Kemp**  
**County Clerk**  
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**TO:** Judge Keith Self  
Commissioner Susan Fletcher  
Commissioner Cheryl Williams  
Commissioner Chris Hill  
Commissioner Duncan Webb

**FROM:** Stacey Kemp, County Clerk

**DATE:** June 23, 2015

**SUBJECT:** Establishment of Cash Drawers

I respectfully request the establishment of two cash drawers in the amount of \$100.00 each for Lori Peairs, Deputy Clerk II and Shaunda Hillblom, Deputy Clerk II in the County Clerk's Probate Department.

The Probate department currently has three clerks assigned to front counter duties. Each clerk will be individually responsible for the correct balancing and reconciliation of their own cash drawer at the end of each business day.