



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: August 4, 2016

RE: ESTABLISHMENT OF CASH DRAWER

I respectfully request the establishment of a cash drawer in the amount of \$100.00 for the County Clerk's Probate Department. This cash drawer will be utilized by Beverly Reyes, Deputy Clerk II.

Each clerk in the Probate Department is individually responsible for the correct balancing and reconciliation of their own cash drawer at the end of each business day.