



COLLIN COUNTY
ADMINISTRATION BUILDING
2300 BLOOMDALE ROAD SUITE 3138
MCKINNEY, TEXAS 75071
(972)548-4201 OR 4202

Official Receipt

Receipt
Number **103248**

Receipt Date

06/24/20

Paid By: JP 3-2

Charge Code	COA#	Description	Comment	Amount
C9900		9900 POOLED CAS	CLOSING CASH DRAWER	
	0001-00000-0000-00-00-0000-105014-	GF-----COH-JP32OP		\$100.00

Amount Paid: \$100.00

Paid By: JP 3-2

Payment Method: CASH

Payment Type	Amount
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AMT TENDERED: \$100.00

AMT APPLIED: \$100.00

CHANGE: \$0.00

Time: 14:19

Clerk: e004181

Patricia Campbell

0001-0000-0-0000-
00-00-0000-
105014

From: Kristine Malone
Sent: Wednesday, June 17, 2020 11:11 AM
To: Patricia Campbell
Subject: FW: Petty Cash

Patricia,

Please see below, Judge Missildine would like to have the cash drawer fund removed from JP 3-2. Please send to court.

Thanks,

Kristine Malone

From: Judge Mike Missildine
Sent: Wednesday, June 17, 2020 11:08 AM
To: Kristine Malone <kmalone@co.collin.tx.us>; Linda Riggs <lriggs@co.collin.tx.us>
Cc: Leesa Lane <llane@co.collin.tx.us>
Subject: Re: Petty Cash

Kristine,

Good morning and thank you for the reply. Yes, I would like for the cash box to be removed. Leesa will be back in the office next week. I will have her contact you to begin the procedure to return it. Thank you again and have a great day!

Regards,

Mike



Mike Missildine M.S., M.P.A.
Justice of the Peace
Collin County Justice Court
Precinct 3, Place 2
920 E Park Blvd. Ste 210
Plano, TX 75074
P: 972.881.3051

From: Kristine Malone
Sent: Wednesday, June 17, 2020 11:05:10 AM
To: Judge Mike Missildine; Linda Riggs
Cc: Leesa Lane
Subject: RE: Petty Cash

Judge Missildine,

We usually recommend any office that takes cash to have a cash drawer fund for change. However, if your office does not use it and you would like to return the money that would be okay. Please let me know how you want to proceed.

Thanks,

Kristine Malone

From: Judge Mike Missildine

Sent: Tuesday, June 16, 2020 3:16 PM

To: Linda Riggs <lriggs@co.collin.tx.us>

Cc: Kristine Malone <kmalone@co.collin.tx.us>; Leesa Lane <llane@co.collin.tx.us>

Subject: Petty Cash

Linda and Kristine,

Good afternoon. I hope this email finds you well and safe. I wanted to discuss with you the removal of the petty cash box within our office. We have never used it since I started. Also, since the recent surprise audit of the box found a \$13 shortage, I feel that it is better to be removed from the office. Thank you as always for your help and have a great day.

Regards,

Mike Missildine



Mike Missildine M.S., M.P.A.

Justice of the Peace
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"A judge shall not initiate, permit, or consider ex parte or other communications made to the judge outside the presence of the parties... concerning the merits of a pending or impending judicial proceeding. A judge shall require compliance with this subsection by court personnel subject to his or her direction and control..." Code of Judicial Conduct, Canon 3, Section B. (8).

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