



COLLIN COUNTY

Michael Gould
District Clerk
2100 Bloomdale Rd
McKinney, Texas 75071
972-548-4315

To: Linda Riggs, Collin County Auditor

From: Mike Gould, District Clerk

Date: September 30, 2024

Re: Request cash drawers for Passport Agents

The District Clerk would like to request 4 cash drawers for the 4 new agents in the newly created Passport Department. On Monday, November 4, 2024, the agents will assist walk in customers and act on behalf of the State Department in accepting passport applications and each will be handling cash payments at times. We are asking that each of the agents (4) be assigned a money bag(drawer) so they can provide change to customers as needed. We ask that each agent start off with a total of \$75 in cash so that they have the same amount as our other Front Counter clerks, for a total of \$300.