RAPID CITY POLICE DEPARTMENT
MEMORANDUM

October 21, 2011

MEMO TO: Connie Ewing

FROM: Chief of Police Steve Allender

SUBJECT: Records petty cash fund

Currently the Rapid City Police Department Record's petty cash fund is set at $100. Since 2010 Traffic's petty cash was removed and all reports are now being sold out of Records. Because of this, $100 is no longer sufficient for Records to conduct business on a regular basis.

I would like to formally request an increase to $200 to assist customers making purchases for reports and make the division run smoother and more efficiently.

Chief of Police Steve Allender