

REVIEW AND APPROVAL REQUESTED FOR:

☐ Contract ☐ Amendment ☒ Resolution ☐ Ordinance ☐ Policy ☐ Other

**County Counsel
REVIEW ROUTING SHEET**

Date Prepared: 10/30/25Need Date: 11/28/25**PROCESSING DEPARTMENT**

Department: Air Quality Mgmt District
Dept Contact: Scott Wilson
Phone: x7554
Dept. Signature: Rania Serieh Digitally signed by Rania Serieh
Date: 2025.10.31 11:38:18 -0700
Title: Rania Serieh

Org Code: 7110100
Funding Source: AQMD Admin Funding
PL String: 71DISTOPS-71GENSUPPT-71CONTE
Legistar #: 25-1866

CONTRACT INFORMATION

CONTRACT #: _____ CONTRACT AMENDMENT #: _____

Contracting Department: _____

Contractor/Vendor Name: _____

Contract Term: _____ Contract Value: _____

*Note - HR & RISK review will take place during Fenix Contract workflow - amendments see below.***ORDINANCE/RESOLUTION/POLICY INFORMATION**

TITLE / SUBJECT: Increase AQMD Imprest Cash Account to \$200
NUMBER (If Assigned): xx-2025

DESCRIPTION AND ADDITIONAL NOTES FOR COUNTY COUNSEL

This is a resolution increasing our imprest cash (petty cash) account from \$100 to \$200 so we
do not run out of change if a customer pays with \$100 bills. This increase will reduce our
chance of turning customers away because we don't have change to make.

COUNTY COUNSEL

Approved ☒ Disapproved ☐ Date: 11/25/25
Approved ☐ Disapproved ☐ Date: _____

By: Ted Wood Digitally signed by Ted Wood
Date: 2025.11.25 16:45:14 -08'00'
By: _____

COMMENTS Approved as to form - TDW**CONTRACT AMENDMENT ONLY****HR APPROVAL**Compliance with Human Resources requirements? Yes: ☐ No: ☐

Compliance verified by: _____

RISK APPROVAL

Approved ☐ Disapproved ☐ Date: _____
Approved ☐ Disapproved ☐ Date: _____

By: _____
By: _____

COMMENTS _____