



Yamhill County Fairgrounds & Event Center

MEMO

Date: March 2, 2021

To: Board of Commissioners and County Administrator

Re: Increase Petty cash fund for ATM

We are requesting that the amount of Petty Cash (account 020-000-113.00) for the Fairgrounds ATM be raised to \$10,000.00. The amount used during the County Fair is \$50,000.

When events such as gun shows and tack sales are held at the Fairgrounds the ATM machine is emptied early on the first day of the event. We would like to provide a better service to our customer as well as the revenue that is generated each time the machine is used. The next event that we have scheduled is March 13, 2021.

**Thank you,
Yamhill County Fair Board and Staff**

Accepted by Yamhill County
Board of Commissioners on
3/11/21 by Board Order
21-92

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