



# MADISON COUNTY BOARD OF SUPERVISORS

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July 5, 2016

To: Board of Supervisors  
From: Shelton Vance  
Comptroller  
Re: Authorize Inmate Transport Petty Cash Fund

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Periodically, the Sheriff's Office is required to transport an inmate to or from the Madison County Detention Center. This requires the county to cover the cost of meals and limited other travel-related expenses.

Please authorize a \$250 petty cash fund for the Sheriff's Office to pay for these expenses.

Upon determining the need for inmate transport, the Sheriff's Office will contact the Comptroller's Officer requesting issuance of a check in an amount up to \$250.00. The check will be made payable to the lead officer, specified by the Sheriff, for the transport. Immediately following such transport, the lead officer will return to the Sheriff all receipts for expenditures and the remaining cash, accounting for the \$250.00. Such receipts and remaining cash will be delivered to the Comptroller for deposit of the cash and recording of the expenditure.

This process will be utilized for each inmate transport until such time that this Board rescinds or adjusts this authority.