

Department of Police



TOWN OF WEST SENECA

MUNICIPAL BUILDING
1250 UNION ROAD
WEST SENECA, NEW YORK 14224



EDWARD F. GEHEN
CHIEF OF POLICE



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February 26, 2013

To: Honorable Town Board
Town of West Seneca

From: Edward F. Gehen
Chief of Police

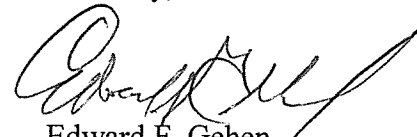
Re: Increase Petty Cash Fund

Attn: Councilman Rusinski

Dear Honorable Town Board:

Kindly increase the petty cash fund for the police department from \$250.00 to \$500.00. As discussed with our finance office, this will reduce the number of times the fund needs to be replenished during the course of our normal business operations. Procedures for fund expenditures will remain the same and all purchases will be in accordance with established policies. Should you have any questions pertaining to this, please don't hesitate to call me. Thank you.

Sincerely,



Edward F. Gehen
Chief of Police