

DISTRICT COURT, LARIMER COUNTY, COLORADO
201 LaPorte Avenue, Suite 100
Fort Collins, Colorado 80521

CONCERNING INCREASE TO CHANGE FUND FOR
FORT COLLINS CLERK OF COURT SELF HELP COPY
MACHINE AND CONVERSION OF FORT COLLINS
CLERK OF COURT PETTY CASH FUND TO A
CHANGE FUND

Courtroom: 3A

ADMINISTRATIVE ORDER 2015-2

The Clerk of Court of Larimer County Combined Court currently has a \$10.00 change fund for the self-help copy machine. \$10.00 is not a sufficient amount to manage the copy machine. The Clerk of Court has requested to increase the self-help copy machine change fund in the Fort Collins Clerk of Court office to \$40.00. This meets our business needs for the change fund so there are sufficient funds at all times for proper operation of the machine and to make change for clients.

In addition to the above increase in change fund for the copy machine, the Clerk of the Larimer County Combined Court has requested to convert the \$100.00 petty cash fund to a \$100.00 change fund and abolish the petty cash fund.

These funds are to be accounted for and maintained in accordance with the fiscal rules and procedures of the Colorado Judicial Department.

IT IS HEREBY ORDERED that an accounts payable voucher be submitted for \$30.00 for the self-help copy machine change fund to bring the fund to a total amount of \$40.00 as set out above. It is also ordered that the \$100.00 petty cash fund be abolished and the \$100.00 currently in the fund be converted to an additional change fund. Once the \$100.00 petty cash is converted to \$100.00 change fund the change fund balance in Fort Collins will be \$600.00 for clerk's office cash drawers and the coin-op copier change fund will be \$40.00.

This order shall remain in effect until revoked or modified by order of this Court.

Dated this 5th day of August, 2015.

BY THE COURT:



Stephen J. Schapanski
Chief Judge, 8th Judicial District