

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 2017-7

The Clerk of Court of Jackson County Combined Court currently has a \$40.00 change fund. \$40.00 is not a sufficient amount to manage change for customers. The Clerk of Court has requested to increase the change fund in the Jackson County Clerk of Court office to \$100.00. This meets our business needs for the change fund so there are sufficient funds at all times in order to make change for customers.

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 \$60.00 for the Jackson County Clerk of Court change fund to bring the fund to a total amount of \$100.00 as set out above.

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

Dated this 26th day of October, 2017.

BY THE COURT:



Stephen E. Howard
Chief Judge, 8th Judicial District