



INTEROFFICE MEMORANDUM

Oscar J. Garcia, CPA

Auditor-Controller/Treasurer-Tax Collector

Enedina Garcia

Deputy Auditor-Controller

Frank Gomez

Deputy Treasurer-Tax Collector

DATE: August 29, 2024

TO: Matthew Alexander, Captain, Patrol Bureau Sheriff's Office

FROM:  Oscar J. Garcia, CPA, Auditor-Controller/Treasurer-Tax Collector

SUBJECT: Request to Establish Revolving Cash Fund for Area 2

We received your request to establish a revolving cash fund for Area 2 in the amount of \$5,000. As stated in your memo, this revolving fund will be used to conduct divisional investigative activities including cultivating informants and purchasing stolen property as a form of solving crimes.

The written procedures submitted to our office have been reviewed and appear reasonable. Based on the documented need for the establishment of this fund, it appears that your request is justified. A check will be issued after Board approval is obtained.

If you have any questions regarding this matter, please contact Mario Cabrera of our General Accounting Division at 600-1354.

OJG:mc