



Agenda Item

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**File #:** 22-0236

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**Requested Agenda Date:**

3/22/2022

**Requested Agenda Title:**

Returned Check Adjustments

**Requested Agenda Item Description:** Four uncollectible checks totaling \$233.00 due to bankruptcy and statute of limitations have been received from the District Attorney's Office. We are requesting authorization to close the collection files, purge the 4 items from our records, and transmit the items and related files to archives for destruction.

**Requested Action:** Consent

**Presenter(s) (with titles):** Carrie Brown, Accounting Div Director

**Time Needed:** Less than 5 MINS

**Is this Item Time-Sensitive and/or Requesting a Time-Certain?** No

**Requesting Staff Member:** Lisa Daniels, Admin Asst

**Are Supporting Documents Needed for this Agenda Item Request?** Yes

Please attach supporting documentation, including presentations, to the Legistar file.

Agenda item requests must be complete and submitted via Legistar Approval Sequence to the Council Administrative & Communications Coordinator by the Wednesday before the upcoming Tuesday meeting at 3:00 PM. Please note that some offices have earlier, internal Approval Sequence deadlines.

Items without necessary supporting documentation may be withheld from consideration for the desired meeting date.