



7540 W. BRAEMAR LANE
FRANKFORT, IL 60423

815-469-3524

www.fspcd.org



May 16, 2017

[REDACTED]
Old Plank Trail Community Bank
20012 Wolf Road
Mokena, Illinois 60448

Re: Frankfort Square Park District – Change Order / Petty Cash

[REDACTED]
As per your request, please accept this letter of direction for future facilitation of Change Order / Petty Cash requests for Frankfort Square Park District.

The District will issue the check payable to 'CASH' and will include the purpose in the memo line of 'Change Order' or 'Petty Cash' along with the first and last name of the person presenting the check for funds.

We understand that Old Plank Trail Community Bank tellers will ask our staff member to present his/her identification to confirm that the name on the check matches the name on the presented identification and the person presenting the check will then be asked to sign the back of the check to receive the requested Change / Petty Cash order.

The District will not issue a check larger than \$1,000.00 for this purpose; however if a Change Order / Petty Cash request will be over \$1,000.00; the District will contact you directly to discuss to ensure that the tellers will have time to prepare the order and that the tellers will have your authorization to proceed with the request.

If you have any further questions, please feel free to contact myself, Audrey, or Linda directly at 815-469-3524.

Sincerely,

[REDACTED]

James Randall
Executive Director