

Petty Cash

The Library will establish an account of \$500 to be used for small purchases made at the discretion of the Director. No more than \$150.00 may be used from petty cash for one purchase. *Requests for Petty Cash* and *Petty Cash Reimbursement* forms must be filled out and signed by the Director. Receipts will be retained for all purchases made from the petty cash account and presented to the Board of Trustees as a part of the monthly warrant. The petty cash fund shall be reconciled monthly and replenished following the approval of the monthly warrant at each regular meeting of the Board of Trustees. As needed, a check will be made out to the Personnel Clerk or Director, to be cashed to replenish the Petty Cash account, as per bank regulations.

Approved: May, 2017
Reviewed July 11, 2022
Reviewed July 10, 2023
Amended July 8, 2024