

Petty Cash

The Library will establish an account of \$500.00 to be used for purchases not to exceed \$50 made at the discretion of the Director. Petty cash shall not be used to purchase any item or incur any expense that may not lawfully be purchased or incurred by the library. Receipts will be retained for all purchases made from the petty cash account and will be charged to the appropriate expense line. The petty cash fund shall be replenished following the approval of the monthly warrant at each regular meeting of the Board of Trustees.

Policy 800-90

Adopted 3/10/08

Revised 5/19/08

Reconfirmed 7/10, 7/11, 7/12, 7/13, 7/16, 7/17

Amended 7/15/14, 9/8/15