

PETTY CASH POLICY

Approved by Board on 3-18-21

The Library will establish an account of \$200 to be used for small purchases made at the discretion of library administration. 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 replenished following the approval of the monthly warrant at each regular meeting of the Board of Trustees.