

PETTY CASH POLICY

The Library System will establish an account of \$75 to be used for small purchases made at the discretion of the Executive Director or Finance 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 replenished as needed following the approval of the warrant at a regular meeting of the Board of Trustees.

Reviewed: February 8, 2023; September 9, 2020

Adopted: May 13, 2015