

Petty Cash Policy

The purpose of this petty cash policy is to allow for the reimbursement of minor or emergency business expenses in an efficient and cost-effective manner. The use of petty cash funds for minor or emergency expenses should be limited to reimbursement to staff for small expenses when it is impractical to be billed or issue purchase orders. The custodian of the Petty Cash Fund(s), which total two hundred and forty dollars (\$240), of which two hundred dollars (\$200.00) is for Main, and twenty dollars (\$20.00) each for Point Lookout and West End), is the Library's Administrative Assistant.

MAIN: The maximum amount of any single petty cash transaction shall not exceed seventy-five dollars (\$75.00). Such transactions shall be used for Program materials such as cooking supplies; library materials like books, CDs, films, newspapers and recorded books, minor building, cleaning and office supplies, postage, program supplies, deliveries and other miscellaneous items. For all such purchases, a receipt, which clearly identifies the expenditure and the Library purpose, should be obtained. The receipt shall be attached to the petty cash voucher.

POINT LOOKOUT AND WEST: The maximum amount of any single petty cash transaction shall not exceed ten dollars (\$10.00). The purpose of this fund is to make change, if necessary, for patrons paying fines or making copies; any funds collected will be kept and tracked separately.

Adopted: September, 2013

Revision: August, 2014 (Raised Petty Cash Account from \$100 to \$200)

Revision: June 2018 (Raised transaction limit from \$25 to \$50)

Revision: August 2019 (Raised Main "per transaction" fee from \$50 to \$75; established funds for Point Lookout and West End). App'd 8/5/2019