

## **PETTY CASH**

Petty cash funds shall be established with approval of the Library Board of Trustees for the purpose of making payment in advance of authorization of properly itemized bills for materials, supplies, or services furnished to the Library calling for immediate payment on delivery.

Each Library department shall be entitled to maintain a petty cash fund. Approved petty cash funds shall be placed under the custodianship of each department's department head. No department's petty cash fund shall exceed two hundred and fifty dollars (\$250).

Expenditures from petty cash funds may be made in advance of approval by the Board of Trustees provided that a list of expenditures be made available to the Board of Trustees at the regularly scheduled Board of Trustees meeting immediately subsequent to the expenditure.

The Business Manager shall reimburse depleted departmental petty cash funds upon the department providing satisfactory documentation of expenses paid through the fund.

Latest Revision: March 27, 2006  
Originally Adopted: March 29, 1999