

Petty Cash

(Adopted 2/7/2013, Reviewed 6/24/2021)

A Petty Cash Fund of \$500 shall be established by Harborfields Public Library for the purchase of materials, supplies or for purchases made at the discretion of the Library Director. The Board of Trustees of the Harborfields Public Library shall appoint the Library Director to be the custodian of the fund.

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.