



## **PETTY CASH**

The library will establish an account of \$150 to be used for small purchases made at the discretion of the Library Director or his/her designee. Receipts will be retained for all purchases made from the petty cash account. The petty cash fund shall be replenished as needed with a check payable to the library, which will be included on a regular 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.

Policy 800-60  
Adopted 3/21