

## **ALDEN EWELL FREE LIBRARY**

### **PETTY CASH FUND POLICY**

The Board of Trustees of the Alden Ewell Free Library establishes a petty cash fund for the purposes of paying small cash amounts to be spent on the incidental needs of the Library.

- Petty cash will be drawn from the general checking account
- A maximum of \$100.00 will be kept in petty cash
- Petty cash funds will be maintained by the library director and replenished by the board treasurer

#### **Procedures:**

- Use of petty cash must be pre-approved by the library director, or in the event if the director is absent, the clerk
- A receipt for cash must be provided in order to pay out funds. Receipts will be kept with all other financial papers as required by NY State Retention Law.
- All purchases made on behalf of the Library are tax exempt; a tax exemption form will be required to provide to all vendors at the time of sale.

Approved by the Board of Trustees of the Alden Ewell Free Library on June 17, 2019.