

Angola Public Library – Petty Cash Policy

The Board of Trustees of the Angola Public Library establishes a petty cash fund for the purpose of paying small cash amounts to be spent on the incidental needs of the Library. Items purchased will then be charged back to the appropriate account.

- Will be drawn from the income from discarded and donated book sales.
- Will be maintained at [REDACTED]
- The fund will be counted by the Library Director and reviewed by a clerk.

Procedures:

- Use of the fund must be pre-approved by the Library Director or the Treasurer.
- A receipt for cash must be provided stating date, name, amount and purpose for the money. When the item is purchased, the actual receipt and change will be returned to the fund and the receipt for cash destroyed.
- All purchases made on behalf of the Library are tax exempt and a tax exemption form will be provided to all vendors.

Adopted 12/4/2018