

Hulbert Library of the Town of Concord Petty Cash Fund Policy

The Board of Trustees of the Hulbert Library of the Town of Concord has established a petty cash fund policy for the purpose of providing funds to be spent on the incidental needs of the Library. Items purchased will be charged back to the appropriate account.

- Petty cash will be drawn from the private fund account.
- The petty cash amount will be maintained at \$100.
- It will be the responsibility of the Library Director to maintain accountability for these funds.
- All purchases made on behalf of the library are tax exempt and a tax exemption form will be provided to all vendors.

Procedures:

- Use of petty cash must be pre-approved by the Library Director.
- When an item is purchased utilizing petty cash, the receipt and change will be returned to the fund.
- A list of purchases and reimbursements will be kept on file along with all purchase receipts.

Adopted by the Board of Trustees of the Hulbert Library of the Town of Concord on April 2nd, 2020.

Reviewed by the Board of Trustees of the Hulbert Library of the Town of Concord on August 8, 2024.