Petty Cash Fund Policy

The Board of Trustees of the Aurora Town 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 to start from the private local funds account
- Will be maintained at no more than $500
- The fund will be counted by the clerk and reviewed by another staff member

 Procedures:

- Use of the fund must be pre-approved by the Library Director or the Librarian in charge
- 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.

Approved by the Board of Trustees of the Aurora Town Public Library on February 27, 2018. Confirmed March 27, 2018.