



City of Tonawanda Library

PETTY CASH POLICY

A petty cash fund shall be established for the City of Tonawanda Public Library for the purchase of materials, supplies, or services under conditions requiring immediate payment.

The amount of such fund shall not exceed \$300.00. The City of Tonawanda Public Library's Board of Trustees shall appoint the Library Director and Senior Library Clerk to be the custodians of the petty cash fund and they shall administer and be responsible for the security of the funds and the control of disbursements.

To ensure that these funds are properly managed, the following guidelines shall be followed:

1. Receipts and cash-on-hand must always total the authorized fund amount. All disbursements from such funds are to be supported by receipted bills or other evidence documenting the expenditure. Both an electronic and paper ledger will be maintained to document the fund.
2. Payments may be made from petty cash for materials, supplies, or services requiring immediate payment, but is not to be used for frequently purchased items.

Use of the fund must be pre-approved by the Library Director. The library shall reimburse the use of petty cash funds up to the extent of expenditures, with appropriate documentary support as submitted to the Library Director or Senior Library Clerk. When documentation is submitted for purchases from multiple entities, the staff member must complete a Petty Cash Reimbursement Form (Exhibit A).

Adopted by the City of Tonawanda Public Library Board of Trustees at a public meeting on December 14th, 2020.

City of Tonawanda Library
PETTY CASH POLICY
 Exhibit A



City of Tonawanda Public Library Petty Cash Reimbursement Form

Fill out the form below completely. All receipts should be attached to the form and submitted to Karen Tauriello.

Date _____
 Submitted by _____

Description of Purchase	Amount
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
Total:	_____

Clerical Use Only	
Amount	Date
