



## West Seneca Public Library Petty Cash Fund Policy

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

- Petty Cash will be drawn to start from the local funds account
- Will be maintained at no more than \$500
- Petty Cash funds will be counted by the Library Assistant (or Clerk) and reviewed by the Library Director or Librarian-in-charge.

### Procedures

- Use of Petty Cash **must** be pre-approved by the Library Director, or in the event the Director is absent, the full-time librarian.
- The Library Assistant (or Clerk/Library Director/full-time librarian) will dispense the funds to the person who requested them.
- A receipt for cash must be completed 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. Both the receipt for cash and purchase receipt will be kept with all other financial papers as required by the NY State Retention Law.
- Eligible purchases made on behalf of the West Seneca Public Library are Tax Exempt and a Tax Exemption form will be required to provide to all vendors at the time of the sale.

Approved by the Board of Trustees of the West Seneca Library on: September 28, 2016. Revised December 12, 2018. Confirmed January 16, 2019.