

JERICHO PUBLIC LIBRARY PETTY CASH POLICY

Petty cash is to be kept in a locked safe in the Administration Office. Only the Director and Administrative Office personnel shall have access to petty cash. Petty cash, not to exceed \$50 per transaction, is allowed for the purchase of miscellaneous and incidental purchases. Every receipt is to be attached to a numbered petty cash sheet with a description of the purchase, date, cost and name of person who purchased the item.

Petty cash expenditures are reviewed and approved by the Administration Staff, Director and a Board Member.

Petty cash is replenished monthly by a check, listed as a warrant, payable to the Director which is then cashed and put into the petty cash box. Every month begins with \$250 in the petty cash box.

Adopted by the Board of Trustees of the
Jericho Public Library December 8, 2014
Revised September 13, 2018
Revised December 13, 2022