

**3E | Petty Cash****Revised:** 4/10/19**Purpose**

The purpose of this policy is to ensure oversight and proper maintenance of the Library's revolving credit account, which allows for efficient day to day operations.

**Restrictions**

The Library maintains a revolving credit card account in order to enable staff to purchase materials and services expediently via various types of vendors. This credit account will have a limited amount of physical cards issued to management staff to be utilized for operating expenses only; each with a credit limit not to exceed \$5,000.

These cards, and all transactions and activity associated with them, will be closely monitored by the Executive Director.

**Related Policies:**

Budget and Finance  
Spending Authority

**Reviewed/Revised:** 3/13/13, 10/13/10, 12/14/05**Adopted:** 10/10/01