

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

The purpose of this policy is to ensure proper oversight and maintenance of the Library's petty cash funds, which are utilized for operating expenses such as cash purchases and reimbursements on an as-needed basis.

Restrictions

The Library maintains several hundred dollars in cash at any given time for expenses as described above. Any cash needs in excess of the amount in petty cash will be handled via other methods, such as credit card payments or payments by check. Access to these funds is restricted to the Executive Director and their designee.

Related Policies:

Budget and Finance
Spending Authority

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