

Claverack Free Library

Petty Cash Policy

Approved: March 2018

A Petty Cash fund shall be established for the Claverack Free Library for the purchase of materials, supplies or services under conditions requiring immediate payment.

The amount of such fund will not exceed \$80.00. The Library Director is appointed custodian for the library's petty cash fund, and the Director 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.
2. Payments may be made from petty cash for materials, supplies or services, requiring immediate payment, but it is not to be used for frequently purchased items.