

Ellenville Public Library & Museum

Petty Cash Policy

PURPOSE

The Ellenville Public Library & Museum (EPL&M) maintains a Petty Cash Fund to be used for minor miscellaneous expenditures.

FUND AMOUNT AND REPLENISHMENT

1. The Petty Cash Fund will not exceed \$40.00.
2. The fund will be replenished through the accounts payable system by issuing a check written to Petty Cash.

CUSTODIAN OF PETTY CASH

1. The Fiscal Officer will act as the Custodian of the Petty Cash Fund and will be responsible for controlling and safeguarding the Petty Cash Fund in accordance with this Policy.
2. The Petty Cash Fund will be kept in a secured locked location.
3. In the absence of the Custodian, the Administrative Assistant will disburse cash from the Petty Cash Fund, provided that the appropriate documentation and/or receipts are provided for the transaction and that the transaction does not violate EPL&M policies.
4. The Custodian may not approve a reimbursement to himself/herself from the Petty Cash Fund without obtaining an approval signature from the Director.

PETTY CASH PURCHASES AND RECEIPT

1. No purchase can be for more than \$30.
2. All purchases must receive advance approval from the Fiscal Officer, Administrative Assistant, or Director.
3. All purchasers must submit a vendor receipt for the purchase or provide a written explanation of why such a receipt is not available.
4. The Petty Cash Fund may not be used for check cashing, personal loans or salary advances, or any payment of fees, salaries, wages, honorarium, etc. to any individual.

Adopted by the Board of Trustees
August 17, 2015