

## Petty Cash Policy

A petty cash envelope with a maximum of \$50 will be held in the Director's office for small items such as postage or refreshments. The Library Director and Assistant Librarian will have access to the envelope. Receipts are required for petty cash reimbursements and to support the expenditure of petty cash advances. Petty cash receipts must not be combined with personal purchases.

Adopted 7/2009

Reviewed 1/2013

Reviewed 11/2022