

## PETTY CASH FUND POLICY

A petty cash fund has been established, in the amount of \$1, 720, to enable the Library to operate in an efficient manner. The petty cash fund may be used for normal operating expenditures limited to \$100 for any one expenditure. Some items may include change for cash registers and copy machines, books, materials, postage, programs, supplies, maintenance and travel reimbursement.

***Adopted April 1, 1991 by the Board of Trustees of Middle Country Public Library.***

***Revised September 12, 1994 by the board of Trustees of the Middle Country Public Library.***

***Revised May 19, 2004 by the board of Trustees of the Middle Country Public Library.***

***Revised March 24, 2021 by the board of Trustees of the Middle Country Public Library.***