

Scott Township Public Library

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WebSite: <http://www.einetwork.net/scotttwp/>

Title	Petty Cash
Policy Number	
Date Approved	June 16, 2008
Amended	
Prepared by	Policy Committee, March 19, 2008

PURPOSE: To ensure that all funds are used appropriately.

STATEMENT OF POLICY:

1. While the Library does maintain a minimum cash balance in the cash register, it is not to be used for petty cash.
2. Staff members may choose to make purchases on behalf of the Library with their own money. **Prior to the expenditure**, the staff member may seek approval from the Director, to have these purchases reimbursed.
3. In order to be reimbursed,
 - the purchaser must retain the receipt of the purchase, and present it with the completed authorization form,
 - the form must be signed by the staff member and the Director, and
 - the standard process for check writing and signing will be followed.

