



Petty Cash Policy

Lee-Whedon Memorial Library will keep \$50 on hand in petty cash for incidental purchases. The Director will administer the fund or the Assistant Director in the case the Director is absent. The administrator will approve and reimburse staff for eligible purchases if a receipt is provided. Receipts will be kept and should not include other items purchased for non-library purposes.

Petty cash funds will be replenished as needed by the accounting clerk. The accounting clerk fills out a petty cash journal and a petty cash receipt with all the employee submitted receipts. The petty cash journal and receipt is kept with the check stub used to replenish the petty cash fund. The Assistant Director signs off on the petty cash journal and receipt after verifying amounts.

Funds will be secured by the administrator each evening. It is the responsibility of the administrator to replace lost funds.