



Clarence Public Library Petty Cash Policy

The Board of Trustees of the Clarence Public Library establishes a petty cash fund for the purchase of incidental materials, supplies or services that require immediate payment.

Petty cash will be drawn from money collected from the daily used book sale held within the library.

The amount of such fund shall not exceed \$300.

The Clarence Library Board shall appoint the library director to be the custodian of the library's petty cash fund and the director shall administer and be responsible for the security of the funds and the control of disbursements.

Procedures to ensure that these funds are properly managed:

- Use of petty cash must be pre-approved by the director, or in the event the director is absent, the librarian in charge.
- Petty cash funds will be counted by the senior clerk and reviewed by the director.
- Receipts and cash-on-hand must always total the authorized fund amount. All disbursements from such funds are to be supported by receipted bills or other evidence documenting the expenditure.
- All purchases made on behalf of the Clarence Public Library are tax exempt and a tax exemption form will be provided to all vendors at the time of purchase.

Adopted by the Board of Trustees of the Clarence Public Library on November 28, 2016



CLARENCE PUBLIC LIBRARY

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