POLICY 105
DISBURSEMENT OF PETTY CASH

Disbursements may be made from PETTY CASH (CASH) by the Senior Account Clerk or Account Clerk according to the following guidelines:

- Expenditures of up to $40.00 may be made from petty cash.
- Out-of-pocket expenses by library staff may be reimbursed from petty cash to the staff member at no more than $40.00 per month.
- A numbered voucher for each disbursement shall contain the following information: DATE, NAME OF RECIPIENT OR VENDOR, REASON FOR PAYMENT, BUDGET CODE and AMOUNT OF PAYMENT.
- The Senior Account Clerk or Account Clerk must initial the voucher.
- In the case of reimbursement to a staff member, that person must also initial the voucher.
- These expenditures are subject to periodic review by the Director, Assistant Director, or Library Treasurer.

Disbursements may be made from PETTY CASH CHECKING either to a vendor as payment for a product or service, or to a patron as re-imbursement for payment for a lost item, subsequently found. A monthly listing of all payments made from petty cash checking is presented to the Board at its monthly meeting.

1. In the case of a vendor:
   - Expenditures of up to $50.00 may be made from petty cash checking.
   - Written documentation must be provided in the form of an invoice or request for payment.
   - Check is prepared by Senior Account Clerk or Account Clerk.
   - Check is signed by the Library Director.

2. In the case of a refund to a patron:
   - All refunds for Lost and Paid items may be made through petty cash.
   - Written documentation is provided by the Circulation Department.
   - Checks are prepared by Senior Account Clerk or Account Clerk and signed by the Library Director.

Adopted by Board of Library Trustees, October 10, 2000

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