Shelter Rock Public Library
Petty Cash Policy

A petty cash fund, in an amount not to exceed $50, shall be established for the Shelter Rock Public Library for the purchase of materials, mileage supplies or services under conditions requiring immediate payment, in cash, in amounts less than $25.

The Shelter Rock Public Library Board of Trustees shall appoint the Library Director to be the custodian for the Library’s petty cash fund. The Assistant Business Manager shall administer and be responsible for the security of the funds and the control of the disbursements.

To ensure that these funds are properly managed, the following guidelines will be followed:

1. Receipts and cash-on-hand must always remain within the authorized fund amount. All disbursements from such funds are to be supported by receipts or other evidence documenting the expense.
2. Individual payments from petty cash may not exceed $25.
3. Payments may be made from petty cash for materials, mileage, supplies or services requiring immediate cash payment, but shall not be used for frequently purchased items.
4. The Library does not pay sales tax on purchases. Employees should provide a vendor with the Library’s tax exempt certificate before each purchase to avoid being charged sales tax. Employees will not be reimbursed for sales tax payments.

Adopted:
November 9, 2021
Board of Trustees