

Petty Cash

A Petty Cash fund is established at the North Babylon Public Library for the purchase of minor/incidental business expenses under conditions requiring immediate payment.

The amount of this fund will not exceed \$200.00. The Board of Trustees appoints the Library Director to be the custodian for the Library's petty cash fund. The Library Director shall administer and be responsible for the security of the funds and the control of disbursements.

- Receipts and cash-on-hand must total the authorized fund amount.
- All disbursements from the petty cash fund are to be supported by receipts, bills, or other evidence documenting the expenditure.
- Payments may be made for materials, supplies or services.
- This fund is not intended for routinely purchased items.
- The Library is sales tax exempt.
- Purchases must be approved in advance by the library director.
- Purchases larger than the total cash-on-hand must be made through other means.
- The petty cash fund will be replenished following the approval of the monthly warrant at each regular meeting of the Board of Trustees.

Approved by the Board of Trustees

February 19, 2013

Revised & Approved by the Board of Trustees, September 15, 2026