

A petty cash fund shall be established for the Lenox Public Library for the purchase of small, incidental, materials, supplies or services.

The amount of such fund will not exceed \$30.00. The Lenox Public Library Board shall appoint the Lenox Public Library Director to be the custodian for 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.

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

1. Receipts and cash-on-hand must always total the authorized fund amount
2. The petty cash fund should be balanced on a monthly basis
3. Original receipts must be obtained for each petty cash expenditure
4. A petty cash voucher containing the following information is required for each disbursement
  - a. Payee
  - b. Date of purchase
  - c. Amount
  - d. Purpose
  - e. Signature of person who disbursed the petty cash
5. It is not acceptable to replenish petty cash with miscellaneous library receipts such as fines or copy fees.

Reimbursement requests should be submitted on a timely basis. To obtain replenishment of the petty cash funds, a petty cash reimbursement form must be used. The form with all applicable receipts and vouchers attached shall be submitted to the Library Board for approval.