



Comsewogue Public Library Petty Cash Policy

The Library maintains an account of \$150 to be used for small purchases made at the discretion of the Administration Office, with no more than \$30 per purchase to be reimbursed unless previously approved by the Director. Original receipts are retained for all purchases made from the petty cash account and presented to the Board of Trustees as part of the monthly warrant. The petty cash fund is replenished, as needed, following the approval of the monthly warrant at each regular meeting of the Board of Trustees.