

PETTY CASH

The library maintains three different petty cash funds in order to streamline some library operations. The funds are to be organized by the library director. Money will be replenished into the funds through vouchers approved by the Library Board of Trustees and then the city.

POSTAGE

The postage fund is to be \$250 and will be kept in a money bag inside the canvas post office bag. From this fund, the library will buy stamps and pay the postage on interlibrary loans and other library mailings. Post office receipts will be totaled on a monthly basis and submitted, along with other library bills, to the Board of Trustees for voucher approval.

FRIENDS PETTY CASH

The Friends fund is to be \$50 and will be kept in a money bag inside the cash drawer of the circulation desk. From this fund, the library will pay Friends postage, engraving costs for memorial items, and other minor Friends costs.

LIBRARY RECEIPTS

The library receipts fund is to be maintained at a total of \$150 inside the cash drawer of the circulation desk. From this fund, staff will make change and deposit receipts from the copy machine, the fax machine, computer printers, lost and damaged items, used book sale, etc. At least once a month, the library director will take the receipts over the \$150 and deposit them at city hall.

9/13/2004

9/10/2007

12/6/2010

10/5/2015