



Growing with Our Community

LEVITTOWN PUBLIC LIBRARY

1 BLUEGRASS LANE LEVITTOWN, N.Y. 11756-1292 (516) 731-5728 FAX (516) 735-3168
<http://www.levittownpl.org> Trina Reed, Director

Petty Cash Fund Policy

A Petty Cash Fund (the “Fund”) shall be established for the Levittown Public Library (the “Library”) for the purchase of materials, supplies or services under conditions requiring immediate payment.

The amount of the Fund shall not exceed \$600.00. Expenditures from the Fund may be made for payment upon receipt of bills for materials, supplies or services furnished to the Library for \$50.00 or less for the conduct of its affairs. Mileage payments will be documented with online map information attached to the “Received of Petty Cash” form with the “to” and “from” the Levittown Public Library locations noted. Mileage payments should not accumulate for more than one month.

The Library Board of Trustees shall appoint the Library Director to be the custodian for the Library’s petty cash fund, and the Library Director shall administer and be responsible for the security of the Fund and control of the disbursements.

To ensure that the Fund is properly managed, the following guidelines shall be followed:

1. Receipts and cash-on-hand must total the authorized Fund amount. All disbursements from the Fund are to be supported by sales receipts or vendor invoices, except for mileage payments, along with the “Received of Petty Cash” form.
2. Payments may be made from the Fund for materials, supplies or services, other than employment, requiring immediate payment.

Adopted by the Board of Trustees: September 11, 2013

Revised: July 2, 2014

Reaffirmed: July 1, 2015; July 6, 2016; July 5, 2018; July 10, 2019; July 1, 2020; July 7, 2021; July 6, 2022.