



Mattituck-Laurel  
**LIBRARY**

PO Box 1437  
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Mattituck, NY 11952

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631-298-4134  
[www.mattitucklaurellibrary.org](http://www.mattitucklaurellibrary.org)

## Petty Cash

The Petty Cash fund is to be used for small purchases or for purchases to solve an immediate need when a Library-issued credit card is not available or is not practical to use.

The Library will maintain a Petty Cash fund of \$100.00. Only the Library Director and Staff in charge should access these funds. Transactions should be reimbursed only with a receipt. At any time total cash and receipts will equal \$100.00.

The Library Director, Board Treasurer or Bookkeeper may conduct an unscheduled check of all Petty Cash funds to insure proper handling. Any necessary replenishment of the Petty Cash Fund will be reflected in the monthly warrant for approval by the Board.

Adopted 11/13/2023