

# Spring Township Library Association

## Petty Cash Policy

A Petty Cash fund shall be established for the Spring Township Library and the West Lawn/Wyomissing Hills Library for the purchase of materials, supplies or services under conditions requiring immediate payment.

The amount of such fund will not exceed \$150 at any one time at the Spring Township Library and \$150 at any one time at the West Lawn/Wyomissing Hills Library. The Spring Township Library Association Board of Trustees shall appoint the Spring Township Library Director and the West Lawn/Wyomissing Hills Branch Manager to be the custodians for the library's petty cash fund. The Library Director and the Branch Manager shall be the only administrators and be responsible for the security of the funds kept in the library 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. All disbursements from such funds are to be supported by receipted bills or other evidence documenting the expenditure. The receipts must note to whom the payment was made, the amount, the reason and a signature of the Library Director or Branch Manager.
3. Payments may be made from petty cash for materials, supplies or services, requiring immediate payment, but it is not to be used for frequently purchased items.

The Library Director and Branch Manager are responsible for providing supporting documentation when requesting reimbursement from the Spring Township Library Association Board of Trustees appointed Bookkeeper in order to replenish petty cash funds. These requests can be made as often as bi-weekly accompanying payroll and other invoices.