



Petty Cash Policy

The Sachem Public Library will establish an account of \$500.00 to be used for small purchases made at the discretion of the Director. Receipts will be retained for all purchases made from the petty cash account and presented to the Board of Trustees as a part of the monthly warrant. The petty cash fund shall be replenished following the approval of the monthly warrant at each regular meeting of the Board of Trustees.