All branches may maintain one checking account for their library for petty cash purposes. The signature card for this account is to include the names and signatures of the Branch Manager, the Assistant Director, and the Director. However, only one signature is to be required to make a check payable for goods and services.

Each branch of the Dixie Regional Library will be allowed to keep $400 in the branch bank account. Before the first branch visit of each month, the Branch Manager will write a check made payable to the Dixie Regional Library for the amount over the $400.

An account will be kept by Branch of monies turned in to Headquarters and will be available for their use.

**Collecting Petty Cash:**

All funds collected should be deposited into that account. Funds collected should include, but may not be limited to:

* Fines
* Lost book costs \*
* Damage assessments
* Replacement card fees
* Copier and printer monies
* Memorials and gifts

\* Monies for books to be replaced should be sent to Headquarters and placed in the Memorial Fund for immediate use by the branch owning the book.

Alternately, memorials and gifts may be collected for an established Friends of the Library group. Any funds received for the Friends should be maintained separately and turned over to the Friends monthly.

Records will be kept by the branch for all monies collected during the preceding month, according to established procedure.

**Using Petty Cash:**

1. The following purchases may be made using branch petty cash funds: items of immediate need, refreshments, camera needs, postage, and book orders under $100.
2. Personal funds may ONLY used and reimbursed with the approval of the Branch Manager, Director, or Assistant Director. (See **Purchase Policy**)
3. The Branch Manager may authorize refunds from petty cash for lost and paid items.

In all cases, an invoice or itemized receipt for all cash expended is required. All other purchases for the branch will be made by the Business Office at Headquarters, according to established procedure*.*

Adopted by DRLS Board, June 20, 2006

Revised: April 27, 2010

Retained: May 1, 2014

Revised: August 2, 2018