



Palmyra Community Library Petty Cash Policy

The Palmyra Community Library will establish an account of \$100 to be used for small purchases made at the discretion of the Executive Director. Receipts will be retained for all purchases made from the petty cash account to support periodic replenishments. The petty cash fund shall be replenished using the library's standard payment approval process.

Adopted: December 16, 2021

Reviewed: August 18, 2025