

NorthEast-Millerton Library  
Petty Cash and Reimbursement Policy

The NorthEast-Millerton Library does not have a petty cash fund. All reimbursements for purchases made on behalf of the library with personal funds will be made with checks. These kinds of reimbursements should be for one-time expenditures. Sales tax on purchases will not be reimbursed.

In order to qualify for a reimbursement, you must have:

1. Expenses are within the guidelines of the particular activity of the approved budget.
2. Proper documentation to support the expenditure is included. Proper documentation is:
  - a. Original itemized paid receipt indicating the amount paid, the vendor, and the itemized description of the purchase.
  - b. In case of books, subscriptions or similar types of orders, a copy of the order form document, and packing slip, or other receiving document must be attached when requesting payment.
  - c. A hardcopy printout of the items ordered on-line.
3. Documentation must be initialed by another staff person or board member, to prove that the purchase is now at the library.

The Library Director must approve all reimbursement requests before they are submitted for payment. When it is the director submitting the request, it must be approved by a Board member.

Approved by the NorthEast-Millerton Library Board of Trustees October 12, 2022