**Petty Cash Policy**

The Eagle Free Library will establish an account of $20.00 to $25.00 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 at monthly meetings. The petty cash fund shall be replenished by fees collected from copying and late fees.

Board of Trustees

Eagle Free Library

Adopted: July 6, 2020