



**Wood Library Association
134 N Main St
Canandaigua, NY 14424
Phone: 585-394-1381 FAX: 585-394-2954**

PETTY CASH POLICY

ADOPTED by Wood Library Board of Trustees 12/21/2020

The Wood Library Association 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 replenishment. The petty cash fund shall be replenished using the Library's standard payment approval process.
