

Petty Cash Account Policy

The Blackfoot Public Library in accordance with Idaho Code 33-2609 hereby authorizes the establishment of a Petty Cash Checking Account. Authorized signatories to be determined by and reported annually to the Combined Board of Trustees.

The account shall be limited in the following ways:

All receipts shall be submitted to the City of Blackfoot for reimbursement out of the regular Library Budget and shall be recorded and reported in the monthly report to the Library Board.

No single check shall exceed one thousand dollars (\$1000.00).

Revised: 10-2-17

Policy Committee: 5-6-19

Board Approved: 6-3-19