**Resolution to Establish Petty Cash Fund**

**WHEREAS**, the Board of Trustees of the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Public Library recognizes funds should be available for the purpose of paying small or emergency items of operating expense, as provided by IC 36-1-8-3; and

**WHEREAS**, an employee or officer of the Board has been named custodian of the fund.

**NOW THEREFORE BE IT RESOLVED**, that the Board of Trustees of the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Public Library does hereby establish a petty cash fund in the amount of $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ; and

**BE IT FURTHER RESOLVED**, that all small cash purchases from and replenishments to this fund will follow the procedures outlined in IC 36-1-8-3 and the Indiana State Board of Accounts Accounting and Uniform Compliance Guidelines Manual for Libraries.

**DULY ADOPTED** by the Board of Trustees of the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Public Library at its regular meeting held on the \_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_, at which meeting a quorum was present.

NAY AYE

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ATTEST:

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Secretary