

3.	FINANCE	
3.4.	Cash On Hand	
<i>Effective</i>	<i>2006</i>	<i>Revised</i>
<i>Next Review</i>	<i>2011</i>	

- 3.4.1. The Library maintains a petty cash fund. Expenditures from the petty cash fund must have prior approval from the Chief Librarian, Deputy Librarian or a designate.
- 3.4.2. The Library maintains a cash float to be used for making change for customers, photocopying machines and cash registers.