

Glocester Land Trust
1145 Putnam Pike, PO Box HH
Chepachet, RI 02814

Memorandum of Understanding

The Glocester Land Trust, a duly constituted quasi-municipal entity, hereby establishes a Petty Cash Fund to consist of \$100.00. Said authorization was approved by an affirmative vote of the Glocester Land Trust at a duly constituted meeting held on September 8, 2015.

- A Petty Cash Fund is hereby established and a check in the amount of \$100 will be issued to and cashed by the chair of the Glocester Land Trust.
- Said monies will be kept in the Town of Glocester Finance Office.
- Monies for reimbursement purposes up to \$100 may be requested through a voucher system signed by two members of the GLT.
- Designated signatories authorized to sign said voucher are the chair, vice-chair, or treasurer.
- A receipt for an expenditure for which it is requested to reimburse shall be attached to the voucher.
- A replenishment to the Petty Cash Fund will be prepared by the Finance Office when said fund reaches a level of \$20.00.

Signed: Stephen E. Mitchell, Chair
Date: April 12, 2016

Approved May 12, 2016

Glocester Land Trust
1145 Putnam Pike, PO Box HH
Chepachet, RI 02814

Memorandum of Understanding

The Glocester Land Trust, a duly constituted quasi-municipal entity, hereby establishes a Petty Cash Fund to consist of \$100.00. Said authorization was approved by an affirmative vote of the Glocester Land Trust at a duly constituted meeting held on September 8, 2015. This policy was updated, and funds were increased to \$300.00 by an affirmative vote of the Glocester Land Trust at a duly constituted meeting held on May 12, 2020.

- A Petty Cash Fund is hereby established and a check in the amount of \$300 will be issued to and cashed by the chair of the Glocester Land Trust.
- Said monies will be kept in the Town of Glocester Finance Office.
- Monies for reimbursement purposes up to \$300 may be requested through a voucher system signed by two members of the GLT.
- Designated signatories authorized to sign said voucher are the chair, vice-chair, or treasurer.
- A receipt for an expenditure for which it is requested to reimburse shall be attached to the voucher.
- A replenishment to the Petty Cash Fund will be prepared by the Finance Office when said fund reaches a level of \$20.00.

Signed: Stephen E. Mitchell, Chair
Date: April 12, 2016

Updated and Approved, May 12, 2020
Approved May 12, 2016

