

Hopkins County-Madisonville Public Library DISBURSEMENTS

Board Policy

Review of Invoices

Prior to payment, all invoices are reviewed by the Director or designee and compared with order documentation and packing slips for correct information to verify the material was ordered and received and the charges are correct.

The Library Director or designee approves all invoices for payments.

The Hopkins County-Madisonville Public Library Board of Trustees' accounting agency prepares checks for payment and records these transactions in the Library's accounting program.

Check Signatories

Check signing ability is vested with the Hopkins County-Madisonville Public Library Board of Trustees. The Library Board may designate check signing ability as necessary to its individual members or staff members.

Generally, signers will include:

- President
- Treasurer
- Library Director
- One other library manager

Due to the separation of duties, check signing ability may not be given to the Business Office Manager.

All checks for payment are accompanied by an invoice or other documentation indicating the purpose of the payment. A copy of this documentation remains with Library payment records. The Library Director, Board Treasurer, or designee, other than the Business Office Manager, checks that the charged amount equals the check amount and initials and dates the documentation indicating that it was reviewed for propriety.

All checks are signed by one member of the Library Board and one library manager.

The Library Director is not authorized to sign checks in which s/he would be the recipient of the funds expended.

Adopted by the Hopkins County-Madisonville Public Library Board of Trustees this 16th day of October, 2014.

Carolyn Ferrell, President

All previous versions of this policy are null and void.

Last Reviewed:
Last Revised: