

Hopkins County-Madisonville Public Library

DISBURSEMENTS

Adopted: 3/16/2023

Review of Invoices

All invoices for **Supplies and Library Materials** are reviewed and checked for accuracy. **Invoices for orders placed online are printed and coded with pen to the appropriate budget line by the department that placed the order, then submitted to the Director or designee.** Invoices are compared with the order's documentation, receipts, and packing slips to verify the material was ordered by the Library, received in good condition, and the charges are correct.

All invoices for **Services** are approved by the department which authorized the service. Final invoices for services should not be authorized for payment until the entire project is satisfactorily completed. Partial payments for services based on the stages of the work to be completed should be clearly determined in contract or by written quote. Contracts and written quotes are approved by the Board of Trustees or its designee. No prepayment for services in excess of 50% of the quoted/contracted total cost will be paid and ideally will coincide with the projected cost of materials for the work to be performed.

The Library Director approves all invoices for payment prior to submittal to the Library's accountant. The Branch Manager approves all branch invoices for payment prior to submittal to the Library's accountant.

The Library's accountant prepares checks for payment and records these transactions in the Library's accounting program.

Copies of all branch invoices and receipts are maintained on file at the Madisonville library in a separate filing cabinet.

Receipts

Detailed purchase documentation should be maintained on file to support the expenditure of public funds for which the Library has fiduciary responsibility. Purchase receipts and supporting documentation (i.e., proof of receipt of goods, business purpose, itemized list of what was purchased and pricing information) are required for all transactions.

Receipts should be itemized to show exactly what was purchased. For example, if a meal is being reimbursed, include the itemized receipt showing the food and beverages being purchased at that meal. **Receipts for purchases made online with credit/debit cards should be printed and coded with pen to the appropriate budget line by the department that placed the order, then submitted to the Director or designee.**

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IMPORTANT: You should make every effort to obtain receipts and invoices for your expenditures. If it appears as if the vendor is not going to provide a receipt or invoice at the time of purchase, be sure to ask for one.

If a receipt cannot be collected, have supporting documentation available such as a confirmation email of purchase, packing slip, etc. along with the following options:

- Obtain a duplicate, scanned, or photocopied receipt from the vendor.
- An image of the receipt (taken via a smartphone or other photographic device).
- A written description of the items/services purchased, the name of the person or business the items were purchased from, and the date of purchase signed and dated by the vendor or person from which the item/service was received.

Each month all printed receipts are coded and submitted to the Director or designee following the assigned procedure.

Check Signatories

Check signing ability is vested with the Library Board. 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
- Branch Manager

All payments are accompanied by an invoice or other documentation indicating the purpose of the payment and filed for audit. The Library Director, Branch Manager or designee checks that the charged amount equals the check amount and initials the documentation indicating it was reviewed.

A staff member is not authorized to sign checks in which the signer would also be the recipient of the funds expended.

Online bill payments

Certain regular, consistently paid vendors, may be paid using online bill payment through the bank's website. Online payments are processed through the Library's regular banking accounts and are recorded by the Library's accountant. These payments, along with all other payments, are reported to the Board each month as a part of the check register.