

## **PREPAYMENT OF INVOICES**

The Library Board of Trustees shall approve all invoices prior to payment being made from Library funds except in cases where it is deemed necessary or advantageous by the Library Director or Business Manager to pay such invoices prior to approval; for example time sensitive invoices whereby the delay of payment would be detrimental or disadvantageous to the Library.

The Library Director and Business Manager shall be authorized to expend funds prior to Board approval for the following invoice types:

- Utilities
- Credit Cards
- Freight, shipping, and mailing charges
- Library Patron Refunds

The Library Director and Business Manager shall further be authorized to expend funds prior to Board approval for invoice types other than those listed above only in cases where it is deemed necessary or advantageous and where the invoice does not exceed one thousand dollars (\$1,000). Invoices, other than those types listed above, which exceed one thousand dollars (\$1,000) shall require approval of the majority of the Board of Trustees prior to payment.

The Board of Trustees shall be informed of all invoices paid prior to Board approval at the regularly scheduled Board of Trustees meeting immediately following such payment.