

PAYMENT OF BILLS

The fiscal year of the Library shall run from July 1 through and including June 30.

Bills incurred by the Library shall be presented to the Board of Trustees at each regular Board meeting and reviewed and approved by Board motion as appropriate before mailing. If the Treasurer is unavailable to sign checks, an authorized Board of Trustees member may do so.

The Treasurer shall pre-pay payroll and payroll-related invoices, employment-related tax bills, and other unapproved bills (such as utilities, personnel benefits, and those carrying a late penalty) prior to the presentation of the warrant to the Board of Trustees. Such payments will be reflected in the warrant to the Board of Trustees at the next regularly scheduled Board meeting.

Invoices in excess of \$25,000 require the signatures of two authorized signers, except in emergency situations as outlined in the Library's *Purchasing Policy*.