

Director as bookkeeper

Purpose

To establish procedures for paying bills in full and on time.

Procedures

The Library Director (or designee) shall retrieve and open all mail in a timely manner, and review invoices. A copy of signed check and invoice will be noted with date paid and saved for seven (7) years as per Financial Retention Policies set by the State of Michigan.

Payment of Bills

The Library Board will designate two (2) designees from the Library Board to have legal authority to sign checks.

The Library Director shall prepare checks for invoices and bills.
One signature will be required on all checks.