

Dixon Public Library District

POLICY AND PROCEDURE HANDBOOK

POLICY TITLE: Expense Authorization; Authorization for Payment of Claims
POLICY NUMBER: 5020

5020.1 All purchases made for the Library District by staff will be authorized by the District Librarian, and will be in conformance with the current approved Library District budget.

5020.2 Any commitment of Library District funds for a purchase or expense greater than \$10,000.00 will first be submitted to the Library Commission or Governing Board of Library Trustees for approval, or will be in conformance with prior Library Commission or Governing Board of Library Trustees action and/or authorizations.

5020.3 The District Librarian is authorized to approve or disapprove all invoices and claims submitted for payment, and has the authority to certify to the fiscal agent that said invoice or claim conforms to the established policies of the Library District.

5020.3.1. To each invoice or claim approved for payment, the District Librarian will attach a signed document attesting that he or she has approved this payment, and that such payment conforms to the established policies of the Library District.

Adopted 06/19/2006
Revised 11/20/06