

Oskaloosa Public Library Policy:		Payment of Claims	
Adopted:	January 2006	Last Revision:	July 2010

The Board of Trustees authorizes the Oskaloosa City Clerk/Finance Director to pay all claims as approved by the Board at regular meetings where a quorum is present.

The Board of Trustees authorizes the Oskaloosa City Clerk/Finance Director to pay individual claims of all types prior to full board approval, provided said claims are authorized and signed by both the library director and the Board President/Vice President. In absence of the library director, individual claims may be alternatively authorized and signed by three members of the Board of Trustees. In the absence of both the Board President and Vice President, individual claims may be alternatively authorized and signed by the library director and two members of the Board of Trustees. Such checks shall be subject to audit and confirmation by Board action at the next meeting of the Board of Trustees where a quorum is present.

In the event that an invoice is held for presentation in the future, the Director must state to the Board of Trustees an acceptable reason for so doing. Acceptable reasons could include receipt of the bill after the closing of the books for the month but before the Board meeting; partial receipt of an order; or the receipt of damaged materials.

Prior Board approval is required for purchase of any single item over \$500.