

CRAWFORD COUNTY LIBRARY

Policy Manual

Policy No. 804

Subject: Expenditure Procedure

1. Routine expenditures shall be the responsibility of the Library Director.

In order to take advantage of discounts and avoid finance charges and late fees, or in emergency/time-sensitive circumstances, the Library Director and the County Treasurer may pay claims prior to the approval of the Library Board. These payments must be submitted to the Library Board for approval on a separate “List of Claims Paid Prior to Approval” at the next Board meeting.

2. The director makes routine expenditures and the bills are reviewed by the library board.
3. Routine purchases include:
 - a. Supplies, utility bills, existing agreements
 - b. Library materials
 - c. Purchases in response to emergencies
4. Non-routine expenditures over \$500.00 require advance Board approval.
 - a. The Director and/or a committee develop requirements
 - b. The Director obtains bids, three (3) if possible, to be evaluated and presented to the Library Board.
 - c. The Library Board votes to accept a bid, authorizes Director to issue emergency change orders, and authorizes Director to make payment upon satisfactory completion.
 - d. The Director reports satisfactory completion and payment of the job to the Library Board.
5. Emergency expenditures thresholds and protocols.
 - a. The Director shall have the authority to authorize emergency expenditures up to and including \$1,000.00 without Library Board approval.
 - b. The Director shall have the authority to authorize emergency expenditures from \$501.00 up to and including \$2,500.00 with the verbal approval of the Library Board President.
 - c. Emergency expenditures in excess of \$2,500.00 shall require a special meeting of the Library Board of Trustees.

ADOPTED: October 10, 2000

REVIEWED: March 26, 2002; June 10, 2004; March 10, 2005, June 14, 2012

AMENDED: June 14, 2012