

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

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.

The Board of Trustees authorizes the Library Director (or in the Director's absence, the Board President) to make purchases of single items up to \$500 without prior Board Approval.