

AUTHORIZATION TO PAY BILLS WITH PRIOR APPROVAL POLICY

Seaford Public Library

Whereas the Seaford Public Library must pay all bills on time and the Board requests that all bills be paid by their due date. The Library Board of Trustees approves the following types of disbursements made before the monthly regularly scheduled library board meeting:

- A. Utility payments to companies providing electric, gas or other utility services to the library;
- B. Telephone and similar payment to the companies providing phone service and data service;
- C. Payroll costs;
- D. State, federal, or county taxes.

The Seaford Library Board requests that each payment of expenses lawfully incurred for library purposes will be supported by a fully itemized invoice and approved by the Library Director. Warrants will be approved by the Board of Trustees at the next regularly scheduled meeting.

Therefore be it resolved the Seaford Library Board of Trustees authorizes the Library Treasurer to issue checks for the above listed payments prior to Board approval.

Adopted: 11/14/2016

Revised: 4/8/2024