



## Bill Payment Policy

The Mattoon Public Library here by puts into writing the policy for paying bills full and on time.

### **Approval of Expenditures:**

The Mattoon Public Library Board of Trustees must approve non-budgeted expenditures in excess of five hundred dollars (\$500.00) per line item.

### **Payment of Bills:**

Invoices and bills shall be approved for payment by the Library Director or a staff designee selected by of the Mattoon Public Library Board of Trustees. The Library Director or designee shall prepare the checks for the amount indicated.

Both the Library Director and the designee will dually sign all checks for amounts of \$500 or less. In the event that the Library Director or designee is not available to provide a signature, a Board of Trustees Executive Committee officer may provide the second signature for checks in the amount of \$500 or less.

Checks in excess of \$500 require signatures from the Library Director or designee and a Board of Trustees Executive Committee officer. The Library Director will bring checks in excess of \$500 to a Board of Trustees Executive Committee officer to obtain the required second signature and any further review.

To pay bills in full is to pay out the full amount owed on the invoice. Certain bills may be consolidated into once check to multiple bills in full.