

FINANCIAL POLICY AND PROCEDURES

Marion Public Library

Chapter 21 of the Marion Municipal Code contains the legal description of the duties and responsibilities of the library board, including particularly Section 21.04, item 6 (Purchases), and Section 21.04, item 9 (Expenditures).

All invoices are prepared for the electronic signature of the library board president. Once the board president has reviewed invoices and attached an electronic signature, each invoice batch is approved electronically by either the library director or assistant library director using the City of Marion's New World System Logos.NET software. In the absence of the board president, the vice president is authorized to review and submit an electronic signature; if both of those officers are unavailable, the secretary is authorized to review and submit an electronic signature. The invoices are then taken to City Hall for presentation to the City Council for payment.

The director and assistant director can authorize payment of certain invoices and miscellaneous individual reimbursements that are due before scheduled Council meetings. These payments still require the electronic signature of the board president or other authorized board member.

Reviewed 6/11/18

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