

6.16 Library Check Signing

Procedures

1. The following people shall be authorized to sign checks on behalf of Richland Community Library: the President of the Board of Trustees, Treasurer, a member of the Budget Committee on the Board of Trustees, the Library Director, and the Library's Bookkeeper.
2. All checks in amounts up to \$10,000 require two signatures, and there shall be no pre-signed checks.
3. Checks for any amount over \$10,000 require pre-approval of the Board of Trustees, unless it is for a budgeted item.