

Administrative Policy 110

Expenditures Policy

Approved: May 19, 1994

Revised: December 14, 2004

February 16, 2018

May 17, 2019

The budget of the Spring Lake District Library shall be adopted at the regular December meeting of the Spring Lake District Library Board. The fiscal year shall be January 1 through December 31.

The Library Director shall have authority to make transfers among the various line items of the budget without prior Board approval, if the amount to be transferred does not exceed \$1,000 of the appropriation item from which the transfer is made. The District Library Board shall be notified of any such transfer and reserves the right to modify, amend or nullify any such transfers made. Under no circumstances may the total Library budget be changed without prior Board approval.

The Spring Lake District Library Board authorizes the Library Director to pay claims against the Library and make purchasing decisions that have been budgeted for, that do not cause any line item in the approved Library budget to exceed its budgeted amount, and that do not exceed \$5,000. Any projects or single purchases exceeding \$5,000 must be presented to the library board for prior approval. The Library Board authorizes the Library Director to sign contracts for purchases or services, as long as they are within the Library Director's purchasing limits or have approval from the Library Board.

All checks require two signatures. A report of payments made shall be presented to the Board at its regular meeting.