

## Purchasing and Annual Internal Audit 2021

The Library Director may approve any expenditures up to \$500.

The Library Board will adopt annually a list of vendors (Ingra, Longs, Knapp and Schlappi, etc) which acknowledge that purchases will exceed \$500.

The Library Board will approve or not approve purchases over \$500 at a Board meeting.

In the case of purchases over \$5000 the Director will be responsible to collect bids/quotes from more than one source. Local sources will be given preference.

Documentation of verbal and written quotes will be attached as supporting documents to purchase backup.

The Treasurer shall pay all claims on a monthly basis and will provide the information to the Board.

The purchase process will generally follow the flow chart. Individual staff members must submit requests to the Director for approval. No staff member, except the Director may commit the Library to spend money.

1. Requester makes request
2. Director approves request
3. Order is placed
4. Staff member check off receipt on packing list when received
5. Director approves invoice
6. Account clerk creates check and maintains back up information including packing list and invoice
7. Treasurer approves checks. Board approved signer signs checks.
8. Expenditures are presented to the Board monthly

## Audit

A committee appointed by the President of the Board will annually perform an internal claims audit.

The audit is an internal control activity to ensure that tax dollars and other funds are spent effectively.