

SPECIAL CHECKING ACCOUNT POLICY

The Board of Trustees has established a special checking account to pay bills such as credit cards, utilities, lease payments, reimbursements, newspapers, conference expense, and any other expenditure that requires immediate payment during the month. This account is to be reimbursed monthly from the tax account. This account will maintain a \$2,500 balance.

Checks require two signatures. The Director, Senior Account Clerk and Head of Reference are the only authorized signers.

All invoices and payments, listed on a Special Checking warrant, are reviewed and approved on a monthly basis by the Treasurer, or another Board member in the absence of the Treasurer. The Board of Trustees approves each month the total amount of the Special Checking warrant based upon the Treasurer's review. All bills are available for review at the monthly Board meeting.

Adopted by the Board of Trustees of the
Jericho Public Library December 8, 2014
Revised June 19, 2017