

## **PAYMENT FOR GOODS AND SERVICES**

All invoices for goods and services received by the Library must be reviewed and approved by designated staff to verify receipt and price. The associated vouchers for payment will be reviewed and approved by the Director or Assistant Director. In order for invoices to be paid promptly and necessary purchases to be made in a timely manner, the following procedures will apply:

### Primary Check Run

Whenever possible, invoices will be paid through the primary check run, which is closed out the week before the monthly Board meeting. The list of checks in the primary check run is presented to the Board for approval prior to payment.

### Secondary Check Run

Invoices under \$250 may be included in a secondary check run scheduled to coincide with City of Elmhurst accounts payable processing. The list of checks in the secondary check run is presented to the Board for review at their monthly meeting.

### Interim Checks

Invoices or prepayments which are due immediately may be paid by interim check authorized by the Director or Assistant Director and processed by the City of Elmhurst. These checks will be listed in the next check run for Board review. Due to the extra work required of City of Elmhurst staff, interim checks will be used only when absolutely necessary.

### Credit Card

The Director, Assistant Director, Head of ADS, and Head of Technical Services are authorized to make purchases for the Library with City of Elmhurst credit cards in cases where a vendor will not accept a purchase order or payment cannot be made by check in a timely manner. Documentation of all such purchases will be provided to the City of Elmhurst Finance Department and also retained in the Administrative Office for review. A list of all credit card charges will be presented to the Library Board at their monthly meeting.

### Petty Cash

The Library will maintain a petty cash fund of \$500 for small purchases. The funds will be in the safekeeping of the Administration and HR Manager, who will record all payments and replenish the fund each month. All payments will be approved by the Director or Assistant Director prior to disbursement.