



April 17, 2023

Audit System and Payment Procedures

1. Appropriate staff member develops order/expenditure
 - The order is developed in compliance with New Hartford Public Library's Procurement Policy.
2. The order/expenditure is given to the Director for approval and authorization unless Board Approval is required per the Procurement Policy.
 - The Director will confirm the budget line and budget amount remaining to pay for request
3. Order will be placed
 - Upon receipt of the item, the bookkeeper will cross-reference the invoice and shipping list (where applicable) to ensure accuracy.
4. The month's vouchers to be paid are listed and distributed at the Board of Trustees monthly meeting.
 - This list will include payee, amount, budget line, and check number
5. The Board of Trustees will approve the list and checks are signed by the Treasurer of the Board or a designee.
6. Checks are distributed as promptly as practicable and the changes are made in the budget (profit and loss statement).

Approved and Adopted: April 19, 2023