Payment Processing and Signatures

Where possible and in accordance with Policy #2101 – B Claims Audit, the Library District will use online banking for accounts payable and payroll transactions as established by Policy #2113 – Online Banking.

If a printed check is required for payment, the check will bear the digital signature of the Library District's Treasurer.

Transfer authorizations require one original signature of either the Library Director or the Finance Manager.

Latest Revision: September 24, 2025 Financial Policy