

**Northville District Library
Policy on
Authorization for Expenditures**

Designated staff members are authorized to expend funds for budgeted expenses (up to the amount of \$1,000), via check, credit card, automated electronic transfer of funds.

Expenditures in the amount of \$1,000 or more must receive Board approval prior to disbursement. Checks and related authorization forms for expenditures over \$1,000 require two signatures, one of which must be the Board Treasurer or other designated Trustee.

Approved by the Board of Trustees March 25, 2004

Revised by the Board of Trustees Nov. 17, 2005

Revised by the Board of Trustees December 20, 2012

Reaffirmed by the Board of Trustees March 22, 2018