

**FROTHINGHAM FREE LIBRARY
FINANCE – PURCHASING POLICY AND PAYMENT**

- The Frothingham Free Library will need to purchase goods and services in accordance to their needs and budget.
- The Director shall make purchases or approve all purchases made for the Library as designated by the approved budget. Purchases not planned for in the budget must be approved by the Board of Trustees.
- The Director and Treasurer will both approve all bills presented to the library.
- The Board President and Treasurer are the approved signers on all accounts.
- The bookkeeper will e-mail the President and Treasurer when there are checks to be signed, and one of them will sign them in a timely fashion.
- All bills will be filed in the appropriate folders by the bookkeeper.
- The Director will mail the bills.

Board of Trustees
Approved 11/21/17
Updated 5/21/19