

Resolution to Pay Bills with Prior Approval

WHEREAS, the library board of the _____ Public Library recognizes that the library is responsible for paying its bills in a timely manner; and

WHEREAS, I.C. 36-12-3-16(b) authorizes libraries to make claim payments in advance of library board allowance for _____.

NOW THEREFORE BE IT RESOLVED, that payments for the library's _____ invoices may be made in advance of the regularly scheduled monthly board meeting so long as there is an itemized invoice or other appropriate documentation; and

BE IT FURTHER RESOLVED, that the following procedures will be followed in the event a claim payment is made in advance for _____ bills:

- (1) The library director will certify to the library board that each claim for payment is true and correct;
- (2) The certification will be on the form prescribed by the State Board of Accounts and presented to the board for approval at the next regularly scheduled board meeting; and
- (3) The library shall comply with all other requirements for the payment of claims and will maintain adequate documentation of the transactions so that said transaction may be audited as provided by law.

DULY ADOPTED by the Board of Trustees of the _____ Public Library at its regular meeting held on the _____ day of _____, _____, at which meeting a quorum was present.

NAY

AYE

ATTEST:

Secretary