

CLAIMS AUDIT POLICY

The required documentation/quotes will be attached to invoices for the Finance Officer/Board Trustee to review as part of the audit process. The Finance Officer/Board Trustee will review the supporting documentation for each invoice to determine that there is compliance with Board policy. The Finance Officer/Board Trustee will be given a copy of the Jericho Public Library Schedule for Purchase of Goods and Schedule for Expenditures for Public Work Projects and Services to use as a reference. It is the responsibility of the Finance Officer/Board Trustee to verify that the vendor and amount are in agreement with the Library warrant before approving/signing the invoice. Finally, the Finance Officer/Board Trustee will confirm that the payment of the invoice is for the proper Library expenditure.

Adopted by the Jericho Public Library
Board of Trustees December 8, 2016
Revised October 10, 2017