

**Fiscal Control Policy
Ripon Public Library**

The Library Director or their designated representative(s) shall make all purchases for the library. All purchasing shall be done on a basis of the lowest price commensurate with quality, service and delivery. The Library Director may join with other governmental units in cooperative negotiation and/or purchasing for the purpose of obtaining more economical rates and/or prices.

The Ripon Public Library Board of Trustees grants the Library Director the authority to sign and approve all usual and customary expenses, previously approved in the annual budget, to facilitate prompt payment. The Director shall provide the Board with a monthly report of all invoices submitted for payment.

The Library Director shall receive approval from the President of the Board of Trustees for any individual unbudgeted or over budget expenditure in excess of \$1,000. The Library Director shall receive approval from the Board of Trustees for any individual unbudgeted or over budget expenditure in excess of \$5,000.

Approved by the Ripon Public Library Board on January 30, 2007.