

ADAMS COUNTY PUBLIC LIBRARY

SECTION 3.700 – PURCHASES (revised 01/13/2010)

Library staff shall not incur any financial obligation of the Adams County Public Library or any of its libraries without prior authorization by a purchase order approved by the executive director or assistant director and the fiscal officer. After administrative review of an invoice without an appropriate purchase order, the executive director may approve a post-certificate purchase order if the fiscal officer can provide “then and now” certification. Otherwise, any expenditure not approved by the executive director or assistant director and fiscal officer may become the personal responsibility of the staff member.

Expenditures from an official spending plan must have prior authorization by a purchase order approved by the executive director and the fiscal officer.