

OAK LAWN PUBLIC LIBRARY
BOARD POLICY
USE OF THE SIGNATURE STAMP

Use of the signature stamp with the signature of any two Board members shall be authorized to ensure timely payment for the following checks:

- A. All payroll manual checks.
- B. Payroll associated checks (garnishments, IMRF, TDA, and Credit Union).
- C. Checks to banks authorized as a depository for purpose of investments of Library funds.
- D. Disbursements for other obligations of the Library requiring immediate payment and under \$1,000.00 except that no reimbursement for expenses to any staff or board member are authorized under this provision.
- E. Regular payments for contracts with prior approval by the Board.
(insurance, communication vendors, outsourced services)

Revised: 3/18/14

Revised: 7/21/15