

ITEM NUMBER: 7.40
CHAPTER 7: Administrative
Management
CODE: Procedure
COMPUTER ID: AMFIS-1

Title: Expenditure Authorization
Effective Date: 1-1-86
Authorized By: Library Director
Date of Last Review: 3-2013

1. A purchase must appear and be approved in the budget before a purchase is initiated.
2. In the event an unplanned item needs to be added or changed or purchased during the year, prior authorization must be received from the Library Director.