

## Lewistown Library Check Writing Policy

All checks must bear the signature of one board member and one head staff member except in the following circumstances: 1) board approved checks and 2) in the case that no approved board member is available and the check must be signed before the next board meeting and either the president or vice president of the board of trustees has given verbal permission.

No checks may be signed by the person to whom the check is written. For example no employee may sign his/her own paycheck.

Approved and Adopted on 3-17-2014