

| Policy Section | Board |
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| Board Payment of Bills | Adopted 09/30/1996 |
| ARLINGTON PUBLIC LIBRARY | Reviewed 10/25/2001 Reviewed/Revised 7/2005 Reviewed 03-2008 Reviewed 07-2012 Reviewed 10-2015 Reviewed 5-15-2018 |

An expenditure sheet with each month's bills will be presented at the regular monthly meeting of the board for approval except when a meeting is canceled due to weather or lack of business.

Then the following procedure to approve bills will be followed:

1. At least two members of the board will sign the expenditure sheet and it will be approved at the next board meeting.
2. The credit card bill should be submitted to the clerk upon receipt to avoid payment of overdue or late charges. The city clerk pays the credit card payment online to prevent overdue charges.