

## **Routine Banking Procedures**

The Library Director of the Sherrard Public Library District is authorized to make deposits into appropriate Library accounts. Such deposits include, but are not limited to, the deposit of accumulated fees and fines, gifts, donations, grants and tax receipts.

The Library Director of the Sherrard Public Library District is not authorized to transfer funds from one Library account to another Library account.

The Library Director of the Sherrard Public Library District is not authorized to sign checks of receive cash from Library accounts except when the Board of Trustees authorizes such action through the approval of checks to reimburse with petty cash.

-- Adopted March, 2010