



9 Church Street
Bloomfield, NY 14469
585-657-6264
www.bloomfieldpubliclibrary.org

CLAIMS AUDITOR POLICY

Adopted: April 16, 2018.

The Board of Trustees ("Board") of the Bloomfield Public Library ("Library") recognizes its responsibility for ensuring that all Library expenditure vouchers are properly itemized and documented before payments are made.

The Board delegates this responsibility to a Claims Auditor who will be appointed by the Board. To maintain the independence of the Claims Auditor, he or she shall be someone who is independent of both the purchasing and check signing functions.

The Claims Auditor shall have the following responsibilities:

- To review, and if acceptable, approve vouchers and invoices submitted to the Library prior to their payment.
- To ensure that proper documentation and itemization are provided and that payment is for proper library purposes.
- To indicate his or her approval of claims by signing or initialing each individual voucher.
- To present all voucher packets to the full Board for review at its next meeting.
- To forward all such reviewed and approved vouchers to the Library's Financial Officer who will then review all voucher packets, and if acceptable, sign the checks.

In the conduct of his or her duties, the Claims Auditor shall ensure compliance with the following checklist:

- The voucher packet includes an invoice and packing slip.
- The invoice specifies the description and price of the items.
- No unauthorized taxes are paid, all applicable discounts are taken, and all shipping charges are accurate.
- There is a receiving signature indicating work has been completed and/or materials were delivered satisfactorily.
- Charges are not duplicates of items already paid.
- The proposed payment is for a valid and legal purpose.

- The unit price billed on the invoice does not exceed the bid or contract authorization.
- There is supporting documentation if the expenditure was required to be bid.

To provide the Claims Auditor with adequate time to carry out these important responsibilities, all voucher packets shall be made available to the Claims Auditor for review prior to the next Board meeting.