

Carbon County Library System

Purchase Policy

As the Carbon County Library Board has financial oversight for the Carbon County Library System, the library director will present all financial transactions to the Library Board for review and approval.

Operating under the framework of the annual approved budget, the director is tasked with authorizing all purchases. Purchases will be submitted to the board for approval.

Utilities, telecommunications, and credit card purchases may be structured as electric fund transfers and paid before board meetings. Proof of payment will be submitted at the following board meeting.

The director or appointed representative is authorized to move money between accounts.

The Library System and the Library Board strive for financial transparency. All financials are available for further inspection.