



Taber Public Library Policy Manual

Finance Policy: Discretionary Spending

PURPOSE:

To establish a policy regarding spending for day-to-day and operational incidentals.

POLICY:

The library manager may spend an amount, not to exceed \$2000.00, for day-to-day or other operational incidentals, without prior approval from the library board. Spending must be within budgetary limits. Payment of all other expenses, such as capital expenses, must have board approval.

Date of Approval: May 9, 2015

Date Reviewed/Revised: