

**ASHTABULA COUNTY DISTRICT LIBRARY**  
**PUBLIC SERVICES POLICY**

SECTION:	PS 1	ADMINISTRATIVE
SUBSECTION:	PS 1.6	FINANCIAL
POLICY:	PS 1.63	ROUTINE BANKING
REVISIONS:		NONE

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The Fiscal Officer of the Ashtabula County District Library 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 Fiscal Officer of the Ashtabula County District Library is authorized to transfer funds from one library account to another library account for payment of monthly library bills which have been approved by the board of trustees.

The Library Director of the Ashtabula County District Library is not authorized to sign checks, or receive cash from library accounts except when the board of trustees authorizes such action through the approval of checks to reimburse petty cash.