

QUESTION

The question is about signing both the checks and the manifest. Our treasurer, who normally signs checks is in Florida for two months. We have co-chairs, so one is designated to sign checks in the absence of treasurer. May that person also sign the manifest as well as checks? The other co-chair signs the vouchers. We know the alternate can sign the manifest but sometimes is not available in a timely manner.

ANSWER

A trustee authorized by its library's board of trustees to sign the library's checks may also sign the manifest for the library, provided that the board of trustees authorized that trustee to sign. Normally, trustees authorized to sign are Treasurer, Assistant Treasurer and/or Chair/President, Co-Chair/Co-President (depending on the establishment of officers as defined by the library's bylaws.).

As practiced in many NH towns, a majority of the trustees sign the manifest authorizing payment by the town.

The library director is the Chief Administrative Officer of the library with budget management responsibilities. The director should approve invoices for payment and verify that right account numbers are used, before the manifest is signed by the authorizing trustee (or by a majority of the trustees).