

## 800-02 — Claims Audit

### **Statement of Purpose**

The Fairport Central School District (FCSD) will process Fairport Public Library (FPL) claims once a month. The Library's administrative clerk will prepare the claims to be processed. Prior to the monthly meeting of the Library Board of Trustees, the board representatives of the Finance Committee will review the claims. The claims are taken to the board meeting for full board approval. The following day they are taken to the claims processor at the School District to be paid.

**Adopted:** August 11, 2015

**Reviewed:** July 7, 2017; July 17, 2018; July 16, 2019; July 14, 2020; July 13, 2021; July 12, 2022; July 11, 2023

**Revised:** September 13, 2016