

Prepayment of Unapproved Bills

Approval is given to the Treasurer and/or President to pay, when necessary, certain bills prior to their approval on the schedule of claims.

Invoices that may be paid by check prior to Board approval include:

- utility bills
- U.S. Post Office fees and charges
- Amazon, Staples, Office Max, and/or other commercial credit accounts that would incur interest charges without timely payments.

Also, in an emergency, the Treasurer/President may poll the Trustees by phone to inquire whether they will authorize a prepayment of an item not listed above. If three (3) Trustees approve, the Treasurer and/or President may make a payment prior to a Board meeting, at which time the Trustees will review the payment. The Treasurer and/or President should make every reasonable attempt to poll the Trustees.