

# **POLICY MANUAL**

**Fallon County Library  
Baker MT**

## **Memorial Purchasing Policy**

Materials may be purchased at any time for memorials. If the memorial monies are not received before the claim is due, the item will be processed, placed in circulation and paid for from existing funds in the Memorial Fund, which will be reimbursed when the money is collected.

**Reviewed/Approved: 08/07/18**