

EXPENDITURE and CHECK PROCEDURE

Purpose:

To avoid late charges, interest, and reputational risk to the City of Millwood, it is in the best interest to pay invoices and/or charges timely. Therefore, the following procedure has been established.

Expenditure Procedure:

- 1) All invoices and/or charges will be approved by the employee with knowledge of the charge and the receipt of goods or services. The employee will have received any pre-authorization needed.
- 2) Employees will sign invoice and indicate which departments should receive charge for the expenditure.
- 3) If BARS coding is known by the employee, they will include it on the invoice.
- 4) Generally, the second approval will be by the treasurer or mayor.
- 5) Second approval is reviewing that the charge is appropriate for the city and should be paid.
- 6) Second approval is indicated by signing invoice.
- 7) Invoice will be input into payment system after receiving two approvals.

Check Issuance Procedure:

- 1) Checks may be issued up to weekly if needed to accommodate invoice due dates provided cash flow is adequate.
- 2) Checks will be matched with approved invoices and presented for signature.
- 3) Checks require two signatures. It is the objective to have one elected official and one employee sign checks.
- 4) Checks will be mailed once signed.

Check registers documenting all checks and ACH payments issued during the month will be presented to the Finance Committee and City Council at their next scheduled meeting.

Shawna Beese, Mayor

Date