

## **Resolution 24-05 Authorization to Pay Bills with Prior Approval**

### **Whereas**

Timely payment of bills is a condition for the completion of the Johnsville Tank Improvement and Liquid Chlorination Project

### **Whereas**

Timely payment of bills may require Regular Board meetings and/or a Special Board meetings to review and approve payments.

If a Regular Board meeting and /or a special Board meeting can't be convened on a timely basis to insure timely payment of bills the JPUD board authorizes the JPUD Manager the authority to submit bills approved by the Project Engineer and Project Director

### **Now Therefore Be It Resolved,**

An authorization to **Pay Bills with Prior Approval**" will follow guidelines stipulated by the JPUD Board. The Project Engineer will review the project's bills and provide a written recommendation to pay. This will be done with an **"Invoice Approval"** memo to the Project Director and the JPUD Manager recommending payment. '

It is noted invoices are being paid in advance paid in advance of regularly scheduled Board Meetings and/or Special Board Meetings provided there is an itemized invoice or other appropriate documentation.

The following Procedures are hereby established:

- (1) The Project Engineer and the Project Director will certify to the JPUD Board of Directors that each claim for payment is true and correct:
- (2) The Certification will be on a form approved by the JPUD Board of Directors or the appropriate funding agency and will be presented to the board of directors for approval at the next scheduled board meeting.
- (3) The Project Director, Project Manager, and JPUD Manager shall comply with all other requirements for payment of bills and will maintain adequate documentation of the transactions so that said transaction may be audited as provided by contract and la