

December 3, 2007

TO: Administrative Assistant Pam Eagle
City Department Heads, Bill Bresaw, & Bill Oberg
Mayor Phil Myers
Council Members

From: Peg Bivens, City Clerk

The council has voted to increase the lines of spending authority for individual item purchase.

As a reminder, each expenditure is to have a purchase order completed by the authorized purchaser and submitted to Pam Eagle in the Clerk's office to await an invoice/bill.

Department head:	\$500
Council Committee Chairman for each committee, in consultation with the respective department head:	\$1500
Mayor , in consultation with the respective committee chairman, and department head:	\$2500

Expenditures of an emergency nature must be authorized by the Mayor and then brought to the council for ratification.

Bills are to be reviewed by committee chairmen, and the Mayor, and this review acknowledged by signature **prior** to submission to the council for action, customarily at the second meeting of the month.

Payroll time sheets are completed and signed by each employee and reviewed and signed by the appropriate supervisor. Supervisors' time sheets are reviewed and signed by committee chairman. The **completed** sheets are submitted to Pam Eagle in the Clerk's office, who prepares the pay checks according to the submitted sheets, for 2 signatures. Employees are paid each two-week period.

Also:

Council may authorize items \$5000 and under without placing the action on first reading

Expenditures over \$25,000 require a formal bid process

Attention to all components of the bill paying and payroll process by each person involved will make the paper flow smoothly and efficiently, with the proper accounting controls in place.

Please contact me if you have any questions about the process or the use of the forms.