

City of Franklin
Administrative Policy/Procedure

Issue Date: July 1, 2003

Source: Common Council Action

**Affected
Departments:** Common Council and All City Departments

Subject: Voucher Payment Approval Policy

Policy: The Common Council shall approve vouchers for payment of departmental expenses, excluding the Library, as authorized and required under State Statutes. It is the Common Council's policy to promptly pay vendor invoices and hold vouchers for payment only in extreme circumstances.

Procedure: The attached procedure establishes the process to be followed by City Department Heads and Common Council members for the review and approval of City payment vouchers.

Passed and adopted at a regular meeting of the Common Council of the City of Franklin this 1st day of July, 2003. (Vote: Ayes-All)

Voucher Payment Approval Policy

As the Common Council of the City of Franklin is responsible for approving the expense vouchers for all Departments, excluding the Library. State Statutes 43.58 (1) and (2) places approval authority for Library vouchers with the Library Board;

And as the Common Council of the City of Franklin has the ultimate responsibility to control expenses;

And as the Common Council of the City of Franklin desires to allow for prompt and timely payment of invoices to the suppliers of products and services for the City of Franklin;

And as it is the intent of the Common Council of the City of Franklin to monitor and control expenses for the above stated reasons without penalizing the suppliers of product and services by withholding payment while investigating internal expense controls;

Therefore, the Common Council of the City of Franklin hereby adopts the following policy for the review of expense vouchers presented to the Common Council:

- 1) All expense vouchers to be approved at the regularly scheduled Common Council meetings shall be distributed in the packet of information distributed to the Aldermen and Mayor no later than the Friday by 5 p.m. preceding the Council meeting.
- 2) Any Alderman or the Mayor may question any expense voucher if the Alderman desires additional explanation of the expense.
- 3) Specific requests for additional information should be communicated in writing to the Director of Administration no later than 5 p.m. on the Monday preceding the regularly scheduled Common Council Meeting.
- 4) Department Heads shall respond in writing to the requesting Alderman or Mayor and carbon the Director of Administration on the response within 24 hours of the request for additional information.
- 5) Expense vouchers that have been sufficiently explained to the requesting Alderman or Mayor's satisfaction need not be questioned at the Council meeting and should be approved. The request for additional information on specific vouchers along with the Department Head's explanation shall be distributed promptly to the entire Common Council.
- 6) In circumstances where, in the opinion of the requesting Alderman or Mayor, the expense is either found to be excessive or unnecessary and the explanation has not been sufficient, the requesting Alderman or Mayor shall bring the item to the attention of the Common Council at the next scheduled Common Council meeting for additional information and justification from the Department Head.
- 7) As the issuance of a Purchase Order or contract to a supplier is a legal and binding agreement requiring payment, and in order to maintain good relations with the suppliers of products and services to the City of Franklin, and to maintain prompt payment history with the City's suppliers, vouchers shall be held for payment only in extreme circumstances such as instances where payment of the invoice would be in error.