

DOUGLASS TOWNSHIP
BILL PAYING POLICY

The Douglass Township Board strives for transparency in all areas that best serve the needs of the Township. The board will typically approve expenditures prior to issuing payment. The board also recognizes that there are times when expenditures must be made between board meetings or when emergencies arise.

The Douglass Township Board adopts the following bill paying policy:

All claims shall be approved by the Township Board prior to payment, except the following:

1. Payroll
2. Utility bills
3. Invoices with penalties incurred or discounts lost if payment is not received prior to the Board meeting at which claims would be approved, if the item at issue is generally approved (repairs, services, etc.)
4. The Supervisor/Treasurer/Clerk may authorize emergency expenditures when deemed essential due to the imminent threat to the health, safety, and/or welfare of the Township.

Once the board has approved an expenditure and a specific service has been performed, the bill/invoice can be paid without further approval.

If an expenditure exceeds the approved amount, then the board will review prior to making payment.

*per MTA Membership Information Services