Credit River Township
Policy Statement

Policy: Electronic Payment Approval

Policy Number: 2008-09 **Dated:** 4-7-08

Purpose of Policy: To develop minimum requirements for obtaining goods and services through the requisition process and to ensure appropriate levels of electronic approvals is established. These policies and procedures are applicable to all Credit River Township elected and appointed officers and employees who create or approve requisitions.

Policy:

The Town Treasurer or their Deputy Treasurer is authorized to pay electronically any invoice for a good or service that has been approved by the Town Board for payment of the submitted claim. Evidence of the Town Board's approval shall be recorded on the submitted claim. Further, the Town Treasurer shall keep a copy of any receipts issued from the electronic payment attached to the approved claim. Any deviations from this policy will require approval by the Town Board.

Under no circumstances should the Town Treasurer or their Deputy Treasurer release his or her password to someone other than a Town Board Supervisor.

By electronically paying the invoice, the Town Treasurer or their Deputy Treasurer implies that all supporting documentation is on file with the Township, has been reviewed by the Town Board and the transaction is appropriate, accurate and complies with all policies.

A board appointed representative shall review the Township's bank statement and the Treasurer's files to verify that any and all electronic payments are supported by properly executed claims and receipts. Record of this verification will be retained in the appropriate file.

Prepared By: Holly Batton Reviewed By:

Approvals:

Bruce Wilson 4-7-08

Bart Lawrence 4/7/08

Leroy Schoon 4-7-08