

CLAIM VOUCHER POLICY

0.0 DEPARTMENTS AFFECTED

0.1 All

1.0 PURPOSE

1.1 Establish a uniform procedure for the use of the Claim Voucher form.

2.0 BACKGROUND

In certain situations, the processing of a purchase order may not be appropriate, either because a payment is required in advance of a service being performed, or because processing a purchase order would not be cost-effective. When a purchase order is deemed inappropriate, a Claim Voucher may be used to process specific obligations for payment.

The purpose of this policy is to establish procedures for the proper use of a Claim Voucher.

3.0 POLICY

3.1 A standard Claim Voucher form is to be completed by the user department and submitted to the Finance Department for payment of an obligation in the following circumstances:

3.1.1 Total cost is less than One Thousand Five Hundred Dollars (\$1,500); and

3.1.2 The Claim Voucher is being processed to pay for the following:

- Advertising
- Books
- Conference Registrations
- Dues
- Educational Reimbursements
- Employee Reimbursements
- Meals
- Office Supplies (Not purchased on master contract)
- Payments to the Courts (e.g., liens, filing fees, etc.)
- Payments for Public Notices
- Payments for Entertainment (e.g., VillageFest)
- Petty Cash Reimbursements
- Postage
- Refunds
- Subscriptions
- Travel Expenses

3.1.3 The Claim Voucher shall not be used to pay for the following:

- Contract Services
- Equipment Maintenance
- Equipment Rentals
- Insurance
- Medical Supplies
- Physical Examinations
- Subsidies

4.0 DEFINITIONS

- 4.1 Payee - The vendor to whom payment is being made.
- 4.2 Account Number - A numeric code which indicates which revenue or expenditure account is to be charged when a payment is made.
- 4.3 Invoice - A request for payment from a vendor.
- 4.4 Authorized Signature - That of a Department Head or designee.

5.0 PROCEDURES

- 5.1 Prepare a standard Claim Voucher, Exhibit A.
- 5.1.1 Complete the form and secure the authorized signature.
- 5.1.2 Attach invoice or other supporting evidence to the Claim Voucher form and forward to the Accounts Payable.
- 5.1.2.1 Multiple invoices from the same vendor can be paid from a single Claim Voucher; however, multiple vendors cannot be paid from the same Claim Voucher.
- 5.1.3 Claim Voucher forms and supporting evidence must be received by the Accounts Payable by 5:00 p.m. on the Friday preceding the date which the City's accounts payable are to be paid. The City pays its accounts payable every other Friday.

6.0 EXCEPTIONS

- 6.1 In certain situations, the Finance Director may approve the processing of a Claim Voucher in excess of the maximum dollar limit set forth in Section 3.1.1. Written approval must be obtained from the Finance Director for all Claim Voucher requests exceeding the maximum dollar limit prior to the purchase of specified in Section 3.1.2.
- 6.1.1 Claim Voucher forms exceeding One Thousand Five Hundred Dollars (\$1,500) without prior approval will be returned to the issuing department for written justification without being processed for payment.
- 6.2 The City Manager and/or his designee may approve the use of a Claim Voucher to pay for certain services not listed in Section 3.1.2 if it is determined in advance that the processing of

a purchase order is considered impractical due to the type of service being provided. Such services may include, but are not limited to: employee benefit claims; government-to-government payment requests; risk management/insurance claims; and utilities (e.g., electricity, gas, water, telephone and other telecommunications services). The City Manager may also waive the maximum dollar limit as set forth in Section 3.1.1 if it is determined that the payment request is justified and that the services provided could not otherwise be procured effectively through a purchase order or procurement card. Requests to use a Claim Voucher to pay for services not listed in Section 3.1.2 or to waive the maximum dollar limit must be approved in writing by the City Manager and/or his designee.

7.0 FORMS & EXHIBITS

7.1 Claim Voucher Form - Exhibit A.