

**BLUFFVIEW SANITARY DISTRICT ALTERNATIVE
CLAIMS PROCEDURE ORDINANCE**

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1.01 Title

This ordinance is entitled the Bluffview Sanitary District Alternative Claims Procedure Ordinance.

1.02 Adoption of Ordinance

This ordinance, adopted by a majority of the District Commissioners on a roll call vote with a quorum present and voting and proper notice having been given, establishes an alternative procedure for approving financial claims against the District that are in the nature of bills and vouchers as provided in this ordinance.

1.03 Applicability

Payments of claims against the District may be made from the District treasury under the procedure established in Section 1.04 for bills or vouchers that are of a routine nature, namely: insurance, dues and fees, utilities, supplies, payroll, repairs/maintenance, office expense, rent, contracted services, travel, and education seminars.

1.04 Procedure

- A. Subject to the restrictions under Section 1.03, the payment of a claim against the District may be made from the District treasury if the following conditions are met:
 - 1. Funds are available under the District budget to pay the bill or voucher.
 - 2. The item or service covered by the bill or voucher has been authorized by the Commissioners.
 - 3. The item or service covered by the bill or voucher has been supplied or rendered in conformity with the Commissioners' authorization.
 - 4. The claim appears to be a valid claim against the District.
- B. The District Treasurer may require submission of proof to determine compliance with the conditions under subsection A prior to approval.
- C. After determining that the conditions under subsection A have been met, the Treasurer shall indicate approval of the claim by placing his or her signature on the bill or voucher. Upon approval of a bill or voucher under this procedure, the Treasurer shall prepare a check and have it signed by the District Clerk or Operations Manager. The Treasurer shall then mail or deliver the completed checks to the appropriate parties.
- D. At least semi-annually, the District Treasurer shall file with the Commissioners a written list of claims approved pursuant to this ordinance. The list shall include the date paid, name of claimant, purpose and amount.