

1.0706 PAYMENT OF ACCOUNTS

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF OAKES, NORTH DAKOTA:

The authority to encumber the city is granted in the appropriations process, the disbursement of public money in exchange for goods and services shall be conducted in an accurate, timely manner and reflected in public record.

Each request for payment shall be adequately documented with vendor information, purchase description, and quantities for an appropriated expenditure account. Control numbers will be used on all disbursements; pre-numbered check, chronologically assigned claim forms and electronic fund transfer numbers.

The record of official proceedings shall summarize total disbursements by fund.

Recurrent Payments: Utilities, contracts, premiums, payroll, payroll related expenses, local vendor incidentals and reimbursement within appropriation limits shall be disbursed in a timely manner. Recurrent payments shall be disbursed on the authority of the appropriations ordinance with approval by the applicable city officer and prior to ratification of the City Council.

Contract, Progressive Payments and Capital Expenditures: Expenditures that are significant in nature, specifically appropriated and greater than 5% of a departmental annual appropriation shall be presented to council for authorization prior to purchase, subsequent payments may be made as requested when substantiated by prior council action.

Un-appropriated or Emergency Expenditures: Cash disbursements to meet a public need affecting life, health, property or the public peace for materials essential to non-appropriated purchases shall be approved by the emergency appropriations procedure.

The provisions of NDCC 40-01-13 (40-01-12 and 40-01-13 and 40-16-03.15) are referenced, but superseded by this Section.

Monty Zimmer, Mayor
City of Oakes, ND

ATTEST:

April Haring, City Auditor
City of Oakes, ND

First Reading: November 7, 2011
Second Reading: December 5, 2011