

Pulaski Township Bill Paying Procedure

1. Submission of Bills:

- All bills received by Pulaski Township are directed to the Treasurer or Clerk for processing.
- Bills should be accompanied by appropriate documentation and invoices for verification purposes.

2. Initial Review by Treasurer and Clerk:

- The Treasurer and Clerk conduct an initial review of all bills to ensure completeness and accuracy.
- Any discrepancies or issues are noted and addressed with the respective vendors or departments.

3. Discussion with Clerk and Chairperson:

- Each monthly meeting will include a standing agenda item to review and approve bills to be paid.
- During the meeting, the Treasurer and Clerk present an overview of the bills, highlighting important details and any exceptional circumstances.
- The Chairperson and Supervisors have the opportunity to ask questions and seek clarification on any items.

4. Approval Process:

- After thorough discussion, the Chairperson and Supervisors deliberate on the bills presented.
- Upon reaching a consensus, the bills are approved for payment.
- Any bills requiring further investigation or deliberation are tabled for future consideration.

5. Issuance of Checks:

- Once bills are approved for payment, the Treasurer initiates the process of issuing checks.
- Checks are prepared and signed by authorized personnel in accordance with township protocols.
- Checks are then sent out to vendors or departments, along with necessary documentation.

6. Record Keeping:

- All bills, approvals, and payment records are meticulously documented and maintained by the Treasurer's office.

- Records are organized in a secure and accessible manner for auditing and reference purposes.

7. Review and Improvements:

- Periodically, the bill-paying process is reviewed for efficiency and effectiveness.
- Any necessary improvements or adjustments are made to streamline the process and enhance transparency.

By following this structured bill-paying procedure, Pulaski Township ensures fiscal responsibility and accountability in its financial transactions, while also maintaining open communication and collaboration among key stakeholders.