

TOWN OF CASSIAN
ONEIDA COUNTY
HARSHAW, WISCONSIN 54529

November 7, 2002

TO WHOM IT MAY CONCERN:

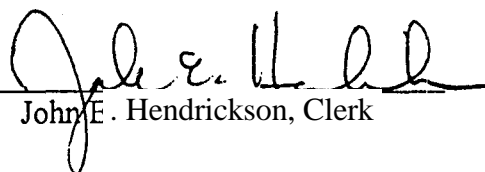
I, JOHN HENDRICKSON, CLERK of the TOWN OF CASSIAN do certify that the following Ordinance has been posted on November 7, 2002 at the following legal posting areas for the TOWN OF CASSIAN:

Ordinance #2002-004 Claims and Payments Procedure Ordinance

At Northwoods Store posting, Highway K
Harshaw Post Office, Lakewood Road
Cassian Town Hall, Church Road

Pursuant to Sec. 60.80 of Wisconsin State Statute.

This Ordinance was passed on November 5, 2002

Signed 
John E. Hendrickson, Clerk

ORDINANCE NO. 2002-004
CLAIMS AND PAYMENTS PROCEDURE ORDINANCE

The Town Board of the Town of Cassian, Oneida County, Wisconsin, does hereby ordain as follows:

General policy for claims.

The Town Board of the Town of Cassian shall maintain this policy pursuant to Sec. 60.44 of the Wisconsin State Statutes.

No claim or demand for payment against the Town of Cassian shall be paid until a voucher has been filed with or prepared by the Town Clerk of the Town of Cassian. All claims, accounts and demands for money shall be filed with the Town Clerk of the Town of Cassian.

The Town Clerk must determine the following:

1. Funds are available under the town budget of the Town of Cassian to pay the bill or voucher.
2. The item or service covered by the bill or voucher has been duly authorized.
3. The item or service covered by the bill or voucher has been supplied or rendered in conformity with the authorization.
4. The claim appears to be a valid claim against the Town of Cassian.

The Town Board of the Town of Cassian shall approve or disallow any claim made under Sec. 893.80, Wisconsin State Statutes.

All drafts or order checks and transfer orders shall be signed by the Town Clerk, Town Treasurer, and Town Chairman, unless there is an absence of one or more of these members. In the event that this occurs, The Town Supervisors may sign or countersign all drafts, order checks and transfer orders.

Exceptions to the Town Board Approval of Claims

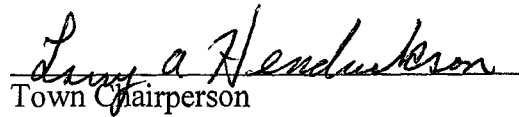
In the event where a voucher for payment has not yet been approved, and the claim must be paid in a given amount of time to avoid interest or late payment fees, and the Town Clerk has determined the (4) items listed above, the Town Clerk is hereby authorized to send said check out for payment. The check must still have the (3) signatures on it by the above listed members of the Town Board.

Town of Cassian - Ordinance

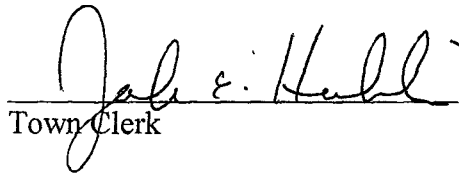
Effective date. This ordinance shall be effective the day after its posting in three public places within the town.

Introduced: October 22, 2002

Adopted: Nov 14, 2002


Town Chairperson

Attest:


Town Clerk