

## Village of Three Oaks Policies & Procedures

### BILL APPROVAL POLICY



#### 1.1 PURPOSE

The Village of Three Oaks Council will approve all invoices and transfers prior to payment. Due to the timing of monthly meetings, the following exceptions will apply:

- Bills with a required payment that comes due prior to the monthly meeting to avoid interest and/or penalty charges to the Village.
- Routine utility bills that have a due date prior to the monthly meeting to avoid interest and/or penalty charges to the Village.
- Payroll checks.
- Payroll withholding checks, including: insurance, retirement, child support, and wage garnishments.
- Monthly State and Federal Tax checks.
- Electronic transfers for payments to the assigned retirement funds agency.

A list of payments made prior to approval will be presented to the Council for approval at the following Council meeting.

Approval Date: Jan. 14<sup>th</sup>, 2009  
Effective Date: Jan. 15<sup>th</sup>, 2009  
Reviewed Date: Jan. 10<sup>th</sup>, 2018