

Subchapter 125. Alternative Disbursement.

125.1.PURPOSE: The purpose of this ordinance is to establish an expedited bill payment process for selected types of bills when Subchapter 124 is not adequate to make timely payment.

125.2.AUTHORITY: The Town of Presque Isle has the authority pursuant to s. 60.44(2), Wis. Stats. to enact this ordinance.

125.3.LOCAL ORDINANCE:

- (1). Payments may be made from the town treasury pursuant to this ordinance for bills or vouchers that are of a routine nature, such as: utility bills, invoices with prompt payment discounts, and payroll checks.
- (2). Payments may be made from the town treasury after the town clerk audits and approves each claim as a proper charge against the treasury by first determining that the following conditions have been complied with.
 - (a). Funds are available under the town budget to pay the bill or voucher.
 - (b). The item or service covered by the bill or voucher has been duly authorized.
 - (c). The item or service covered by the bill or voucher has been supplied or rendered in conformity with the authorization.

(d). The claim appears to be a valid claim against the town.

- (3). The town clerk may require submission of proof to determine compliance with the conditions under (a)-(d) prior to approval. For example, the clerk may require verification of quantity, quality, etc. by another town official or employee.
- (4). After determining that the above conditions have been met, the clerk shall indicate approval of the claim by placing his or her signature on the bill. Upon approval of a bill or voucher under this procedure, the clerk shall prepare and sign a check and have it countersigned by the town treasurer and the town chairperson, pursuant to s. 66.0607, Wis. Stats. The town clerk shall then ensure the check is mailed or delivered to the appropriate party.
- (5). At least monthly, the town clerk shall file with the town board a written list of claims approved pursuant to this ordinance. The list shall include the date paid, name of claimant, purpose, and amount.

125.4.VALIDITY. Should any section, clause or provision of this ordinance be declared by the courts to be invalid, the same shall not affect the validity of the ordinance as a whole or any part thereof.

125.5.EFFECTIVE DATE. This ordinance shall take effect after its passage and publication as required by law.