

## **Clerk-Treasurer Claim Process (101)**

I An item(s) is purchased at the department head level.

II Once the item is received, the department head, or as delegated and approved by the clerk-treasurer (IC 36-4-10-4.5), assembles invoice and signs the claim voucher is then signed, to assure that the item (s) was received and ordered in an appropriate manner.

- a) correct vendor
- b) no taxes were charged (tax exempt)
- c) services were rendered
- d) amount is correct
- e) correct appropriation number is assigned

III The claim voucher is then submitted for payment at the clerk-treasurer's office.

IV The clerk-treasurer's office will check voucher for accuracy

- a) Department head signature.
- b) The expense meets with the current budget.
- c) The expense is assigned to the correct line item, within the correct department and fund (example: 101 fund, 001 department, 224 items).
- d) The voucher is checked for proper assembly.
- e) The clerk-treasurer signs off on the voucher, as fiscal officer.
- f) The information is then entered in computer on a daily basis. The appropriations are then generated on a monthly basis, to create a docket.
- g) This docket is presented to the City Council for approval.
- h) Once approved, checks are printed and paid.
- i) There are also manual checks that need to be paid before docket is printed. These are checks that are time sensitive, to avoid late fees. (Utility bills, lease payments, bond issue, employee benefits or garnishments, etc).
- j) Appropriation reports are also printed and distributed on a monthly basis.