

90- Feb - 207

ADMINISTRATIVE ORDER NO. 90-1
OF THE
JEFFERSON COUNTY COMMISSION

Pursuant to the authority vested in the Jefferson County Commission by the Code of Alabama, the following Administrative Order is hereby issued:

Purpose

To establish the process for payment of expenditures to vendors of the Jefferson County Commission.

The Jefferson County Commission must approve all obligations for expenditures prior to incurring the obligation. There are four ways to pay expenditures related to the Commission's operations.

1. Petty cash expenditures: The Jefferson County Commission will establish various petty cash funds from which to pay small expenditures. Established petty cash custodians will regularly submit requests to reimburse their funds for expenditures made. The Finance Department submits these reimbursement requests to Jefferson County Commission for approval as special claims.
2. Employee payroll expenditures: The Jefferson County Commission approves all employee positions and their pay follows established payroll procedures.
3. Regular accounts payable checks: Once a week the Finance Department will generate accounts payable checks. These checks pay for all goods and services not paid for in items 1 and 2 above. The Jefferson County Commission approves the acquisition of goods through the purchasing process. Almost all Jefferson County acquired goods must be routed through the Purchasing Department. The Jefferson County Commission approves in advance all service contracts on a weekly basis. All service contracts must receive Commission approval before payment can be made.

The Jefferson County Commission approves for payment any goods or services without a purchase order or approved service contract as special claims on a weekly basis. The Finance Department submits a list of special claims to the Commission at its Pre-Commission meeting for approval at its next Commission meeting. Payment for goods and services as special claims slows the release of checks to vendors of Jefferson County. Prior Commission approval, either through purchase orders or pre-approved contracts, should be obtained to maintain good vendor relations.

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The Jefferson County Commission approves employee travel at its regular weekly meetings. Checks for travel advances and subsequent reimbursements will be issued with the next regular check printing unless an emergency check is requested by the employee.

4. Emergency accounts payable checks: When it becomes necessary to write checks between weekly regular check printings, the Finance Department will generate a check for payments to vendors for approved expenditures. As the Finance Department processes invoices for payment, it will generate a check on the next regular check printing in accordance with the invoices' payment terms.

Anyone desiring an emergency check between the regular check printings will obtain the signed approval of the Jefferson County Commissioner responsible for the expenditure. The person desiring the check is responsible to ensure that the respective Commissioner signs the voucher form for approval. If the Finance Department is responsible for the slow processing of an invoice for payment, the Finance Department will obtain the signed approval from the Commission President, President Pro Tem, the Commissioner responsible for the expenditure or other available Commissioners, in this respective order.

Done and Ordered this 27th day of February, 1990.


President Jefferson County
Commission

APPROVED BY THE
JEFFERSON COUNTY COMMISSION

DATE 2-27-90
MINUTE BOOK 90
PAGE(S): 473-74