

Belknap Township

Policy for the Immediate Payment of Bills

The Township receives routine bills that may be due before the regular meeting date of the Belknap Township board, and vests the power and authority in the Township Clerk and Treasurer to ensure that these bills are paid timely.

THEREFORE, in order to avoid finance or late charges, the Township Board authorizes the Township Clerk & Treasurer to execute payment of the following bills upon receipt and prior to board audit and approval:

1. Credit Card bill,
2. Utility bills;
 - a. Telephone Service,
 - b. Electrical Service, and
 - c. Natural Gas service
3. Invoices with penalties that would be incurred if payment is not received prior to the board meeting where bills will be approved.

Any payments authorized under this policy, prior to board approval, shall be post-audited at the next board meeting and the Township Treasurer shall report the bills and checks that were issued to cover the bills, in their report at the next regular meeting.

CLERK'S CERTIFICATION

I, Terry L. Basel, duly elected and acting Township Clerk for the Township of Belknap, Hawks, Michigan, do hereby certify that the above is a true and exact copy of a Policy adopted by the Township of Belknap at their regular meeting on February 22, 2016.

Dated: February 22, 2016

Terry L. Basel
Township Clerk