



MAGNA POLICY #1

STEPS FOR THE PROCESSING OF INVOICES OF THE MAGNA METRO TOWNSHIP

Adopted by Resolution #17-03-03 on March 21, 2017

- I. Unless otherwise stated in this process, all other rules regarding purchasing and the procurement of goods and services shall be regulated by MMC Chapter 3 - REVENUE AND FINANCE.

2. Processing of invoicing for Goods and Services
 - a. All Council budgeted and approved contracts for goods and services shall submit their invoices for goods and services to the council chair for review and signature approval.

 - b. If the council chair finds the invoice to be in order with the contract, and funding in the budget is available for expenditure, the chair may approve the expenditure by signing the invoice and presenting it to SLCO/GSLMSD Fiscal Staff for final processing and payment.

 - c. Once SLCO/GSLMSD Fiscal Staff has confirmed the findings of the Chair, staff shall, unless otherwise directed by the Chair, produce and make final payment directly to the vendor or service provider and give notice of the same to the Chair.