

**TOWN OF GREENVILLE
ORDINANCE NO. 02-18
ALTERNATIVE CLAIMS PROCEDURE**

The Town Board of the Town of Greenville, Outagamie County does hereby ordain as follows. Article III of Chapter 18 (Finance and Taxation) of the Code of the Town of Greenville is hereby created to read:

**ARTICLE III
Alternative Claims Procedure**

§ 18-14. Alternative Claims Procedure

Section 1. Authority

This ordinance is adopted pursuant to the authority granted town boards under s. 60.44(2), Wis. Stats. which allows for the adoption of an alternative claim procedure for approving financial claims against the town which are in the nature of bills and vouchers.

Section 2. Applicability

Payments may be made from the town treasury pursuant to this ordinance for all claims against the town which are also consistent with the town purchasing policy.

Section 3. Procedure

Payments may be made from the town treasury after the town clerk audits and approved each claim as a proper charge against the treasury by first determining that the following conditions have been complied with:

1. Funds are available under the town budget to pay the bill or voucher.
2. The item or service covered by the bill or voucher has been duly authorized.
3. The item or service covered by the bill or voucher has been supplied or rendered in conformity with the authorization and follows the town purchasing policy.
4. The claim appears to be a valid claim against the town.

The town clerk may require submission of proof to determine compliance with the conditions under (1-4), prior to approval.

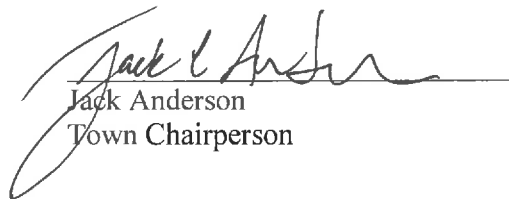
After determining that the above conditions have been met, the clerk shall indicate approval of the claim by placing his or her signature or initials on the bill. Upon approval of a bill or voucher under this procedure, the Treasurer shall prepare a check and have it countersigned, pursuant to s. 66.0607, Wis. Stat. The clerk shall then mail or deliver the completed checks to the appropriate parties.

At least monthly, the town clerk or town treasurer 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.


Section 4. Effective Date

This ordinance shall become effective upon adoption and publication or posting, as provided by law, pursuant to s. 60.80, Wis. Stat.

Adopted this 14th day of May, 2018.


Jack Anderson
Town Chairperson

ATTEST:


Wendy Helgeson
Town Clerk



Motion to Approve Ordinance No. #02-18 made by: Culbertson Anderson

Votes:

Title	Name	Aye	Nay	Other
Supervisor	Culbertson	✓		
Supervisor	Peters	✓		
Supervisor	Strobel	✓		
Supervisor	Woods	✓		
Chairperson	Anderson	✓		

Posted: May 15, 2018