

Approved: March 17, 2026

Resolution No. 26-390

1. **PURPOSE:** The purpose of this policy is to establish an orderly procedure that specifies how claims are processed. Officers and/or employees of the County shall not authorize or participate in the expenditure of funds except as authorized by the Board of Commissioners. Elected officials and department heads shall preserve the integrity of Gratiot County government through adherence to the budget adopted by the Board and shall submit claims for payment that are appropriate, reasonable and required for the administration and operation of their respective departments.

2. **AUTHORITY:**
 - 2.1 Authority to establish rules and regulations in reference to the management of the interest and business concerns of the county is vested with the Gratiot County Board of Commissioners (MCL 46.11(m)).
 - 2.2 The Uniform Budgeting and Accounting Act provides for the formulation and establishment of uniform charts of accounts and reports in local units of government (MCL 141.421 *et seq.*).
 - 2.3 The Claims Against Counties Act assigns to the Board of Commissioners the duty to adjust, allow, and authorize the payment of all claims against the County (MCL 46.71).

3. **APPLICATION:** This policy applies to all County elected officials, departments, and agencies of Gratiot County.

4. **RESPONSIBILITY:** The Administrator's Office shall be responsible for the implementation and administration of this policy.

5. **DEFINITIONS:**
 - 5.1 "***Budget administrator***" refers to a person accountable for approval of claims for a specific department or agency. This person is typically an elected official or department head.

6. **POLICY:**
 - 6.1 The following claims procedure is established for those claims which require the approval of the Board of Commissioners.

- 6.1.1 Each budget administrator shall receive the original invoice for a claim against their respective department or agency.
- 6.1.2 Upon receipt of an invoice, the budget administrator shall:
- a. Confirm funds were appropriated and are available to offset costs of the purchase, and determine that the purchase complies with provisions of the Purchasing Policy (Policy No. 2106).
 - b. Verify that the goods and/or services have been received and inspected.
 - c. Compare the invoice with the purchase order, resolution, or proposal, if applicable, to ensure the quantity and price are accurate. Attach a copy of the purchase order, packing slip, and/or authorizing resolution as applicable to the invoice.
 - d. On the invoice provide a description of the purchase, appropriate fund, department and line-item number to which this expenditure is to be charged, and the amount authorized for payment (see Figure 2102).
 - e. Initial and date the invoice to indicate authorization for payment (see Figure 2102).
 - f. The invoice, along with proof of delivery and such other information as deemed appropriate, shall be submitted to Accounts Payable located in the Administration Office.
 - g. If the invoice submitted does not contain all required authorizations and documentation, the invoice shall be held until proper authorization and documentation have been submitted.
- 6.1.3 The Finance Director shall periodically audit vouchers (claims) for payment. This audit shall consist, at a minimum, of the following:
- a. A review of original receipts or invoices for proper documentation.
 - b. Comparison of the quantity, unit price and description of the goods or services received with the corresponding purchase order and/or Board resolution, if required.
 - c. Confirmation of calculations.
 - d. Review of account number charged.
 - e. Conformance with applicable provisions of the Purchasing Policy (Policy No. 2106).
 - f. Verification of budget administrator authorization (initials or signature).
- 6.1.4 Upon completion of the Section 6.1.3 review, a “List of Checks” will be prepared for those vouchers which have all required supporting documentation. Incomplete claims shall be

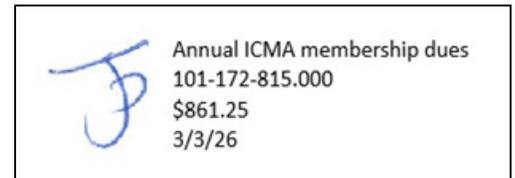


Figure 2102: *Sample budget administrator authorization for payment*

returned to the submitting budget administrator along with a note explaining the identified deficiencies. Items listed in Section 6.2 of this policy may be paid immediately and shall be listed separately as “Prepaid Expenses.”

- 6.1.5 The “List of Checks” and “Prepaid Expenses” shall be transmitted to the Board of Commissioners for their review at least five (5) days prior to the meeting at which they will be considered for final approval. The “List of Checks” and “Prepaid Expenses” shall include only those claims that have been approved by the Finance Director and budget administrator. Both lists, at a minimum, shall include the name of the vendor and dollar amount of the claim.
- 6.1.6 The next business day following the Board of Commissioners’ review and approval, the Accounts Payable will print and/or create EFTs for payment of the voucher. The original check register shall be retained and filed by the accounts payable office. No check will be written unless a Form W-9, Request for Taxpayer Identification Number and Certification, as required by the Internal Revenue Service, is on file in the Office of the Administrator. The Office of the Administrator shall request an IRS Form W-9 from all vendors, which shall be kept in a permanent file.
- 6.2 It is necessary to process payment of certain accounts payable, including appropriated amounts, payroll, payroll taxes, and withholdings prior to formal presentation to the Board of Commissioners. The following procedure is established to allow for such processing and payments. No pre-authorized claims shall exceed approved budgeted amounts.
- 6.2.1 The County Administrator and Finance Director are hereby granted authority to authorize payment without additional action by the Board of Commissioners under the following circumstances for items within the approved budget:
- a. Implementation of collective bargaining agreement provisions and other compensation plans approved by the Board of Commissioners.
 - b. Payment of insurance policy premiums including, but not limited to, health insurance, life insurance, dental insurance, unemployment insurance, and others.
 - c. Payments provided for within the provisions of contracts authorized by and approved by the Board of Commissioners.
 - d. Replenishment of petty cash accounts within the various departments to the extent provided in approved budgets.
 - e. Postage to the extent provided in approved budgets.
 - f. Jury, witness and attorney fees by order of the Circuit Courts, District Courts and Probate Courts.
 - g. Any invoices that provide for a discount if paid within a specified period provided such invoices shall not be paid if the specified period will allow consideration by the Board of Commissioners without loss of discount.

- h. Utility bills, including but not limited to electric, heat, natural gas, steam, telephone, water, and sewage.
- i. Travel and registration advances to the extent provided in approved budgets.
- j. Payments made to the State of Michigan for state institutions.
- k. Supportive services payments (MichiganWorks!, Veterans).
- l. Payments due to federal, state, or local governments.
- m. Rent payments.
- n. Payments ordered by Courts.
- o. Investments and cash transfers approved by the County Treasurer.
- p. Appropriations from and to operating funds of the County.
- q. Immediate emergency equipment and service needs as determined by the County Administrator in compliance with Section 6.6 of the Purchasing Policy (Policy No. 2106).

6.2.2 Pre-authorized claims shall be reported to the Board of Commissioners at least monthly and are to be filed by the Accounts Payable Office upon receipt by the Board. The Board and/or the Finance Committee shall then act to review, ratify payment, and certify the claims paid.

6.2.3 The County Administrator and/or Finance Director are authorized to issue payments from non-general fund accounts, including non-general fund County Drain Expenses and trust and agency accounts maintained by the County on behalf of other boards or agencies, upon authorization of the governing body with authority to approve and authorize the distribution of such sums.

6.3 Gratiot County will follow the guidelines of allowable and unallowable expenditures for a governmental unit as set forth in the Appendix H of the *Manual for Audits of Local Units of Government* issued by the Michigan Department of Treasury ([click here to access the current Manual](#)). The examples listed in the above mentioned bulletin are not considered an exhaustive list of legal or illegal expenditures.

7. **ADMINISTRATIVE PROCEDURES:** The County Administrator shall be responsible for the development, revision, and implementation of any associated administrative procedures not already stated in this policy.

8. **ADMINISTRATOR AND LEGAL COUNSEL REVIEW:** The County Administrator shall approve all new and amended policies as to substance. County Counsel shall approve all new and amended policies as to legal content. These approvals shall accompany draft policies and amended policies

submitted to the Board of Commissioners for consideration.