

**TOWN OF NEW CASTLE  
RESOLUTION NO. TC-2022-25**

**A Resolution of the Town Council of the Town of New Castle, Colorado,  
Revising Invoice Approval Procedures.**

WHEREAS, the Town of New Castle's current policy is that both a Town department supervisor and either the Town Administrator or the Town Finance Director must approve payment of any invoice over \$1,500; and

WHEREAS, the Town's current policy is also that Council must approve payment of any invoice over \$4,000, other than invoices for normal and usual operating expenses; and

WHEREAS, inflationary trends have greatly increased the number of invoices that currently require two signatures; and

WHEREAS, increasing the above limits would make Town invoice approval procedures more efficient.

NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town of New Castle, Colorado:

1. The Town Council adopts the foregoing recitals as findings of fact and determinations of the Council.
2. Before payment of any invoice over \$3,000, both a Town department supervisor and either the Town Administrator or the Town Finance Director must approve payment of such invoice.
3. Before payment of any invoice over \$10,000, other than invoices for normal and usual operating expenses, Finance Committee must approve payment of such invoice.

Introduced, Read and Adopted at a Regular Meeting of the Town Council of the Town of New Castle, Colorado, on September 20, 2022.

TOWN OF NEW CASTLE

  
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Mayor Art Riddile

ATTEST:

  
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Town Clerk Melody Harrison, CMC

