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

[Signature]
Mayor Art Riddle

ATTEST:

[Signature]
Town Clerk Melody Harrison, CMC