



**Town of New Castle**  
450 W. Main Street  
PO Box 90  
New Castle, CO 81647

**Office of the Town Administrator**  
**Phone:** (970) 984-2311  
**Fax:** (970) 984-2716  
[www.newcastlecolorado.org](http://www.newcastlecolorado.org)

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## Memorandum

**To:** Mayor and Council  
**Subject:** Council Agenda – Resolution TC-2022-25 Revising Invoice Approval Procedures  
**From:** David Reynolds  
**Date:** 09/20/22

The purpose of this agenda item is to consider Resolution TC 2022-25 revising the Town's current invoice approval procedures. During a Council meeting on August 16th, staff made Council aware of the current dollar limits associated with the approval and payment of invoices charged to the town.

Current town policy calls for the following:

- *Before payment of any invoice over \$1,500, both a Town department supervisor and either the Town Administrator or the Town Finance Director must approve payment of such invoice.*
- *Before payment of any invoice over \$4,000, other than invoices for normal and usual operating expenses, Council (Finance Committee) must approve payment of such invoice.*

Based on the August 16<sup>th</sup> discussion, which noted that the dollar limits for invoice approvals had not been updated since 2008, Council directed staff to present a resolution that would update the above dollar amounts to new limits that would be more reasonable for today's current pricing.

Staff has created Resolution TC 2022-25 which proposes the following updates:

- *Before payment of any invoice over ~~\$1,500~~ **\$3,000** both a Town department supervisor and either the Town Administrator or the Town Finance Director must approve payment of such invoice.*
- *Before payment of any invoice over ~~\$4,000~~ **\$10,000**, other than invoices for normal and usual operating expenses, Council (Finance Committee) must approve payment of such invoice.*

**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