

CITY OF REDMOND, WASHINGTON

ORDINANCE NO. 662

AN ORDINANCE relating to finances and providing a procedure for the audit and allowance of demands and vouchers against the City.

THE CITY COUNCIL OF THE CITY OF REDMOND DO ORDAIN AS FOLLOWS:

Section 1. Preliminary examination and approval by City officials. All invoices, demands and vouchers presented to the City for payment shall first be referred to and examined by the appropriate administrative official or department head, who shall determine and make a notation whether the same is just, due and unpaid, indicate the fund from which payment is to be made, and indicate whether the appropriate funds are available.

Section 2. Preparation of voucher list. The City Treasurer-Comptroller shall audit and examine all demands presented against the City for payment after the same have been examined and approved by the appropriate administrative official or department head. If he concurs in a finding of the appropriate administrative official or department head that a demand is just, due and owing, and if funds are available, and if he further finds that payment of said demand would not be in violation of any City ordinance, state statute or general law, he may authorize payment of the same. Said authorization shall be sufficient for the honoring and payment of such demand by the Mayor.

The City Treasurer-Comptroller shall prepare a list of vouchers to be presented for approval by the City Council and shall make his recommendations regarding the same.

Section 3. Audit and recommendation by Finance Committee. The Finance Committee of the City Council created pursuant to Ordinance No. 635, shall examine and audit all demands and vouchers presented against the City for payment and shall recommend approval or denial thereof by the Council as a whole at its next regular meeting. At least two of the three members of the Finance Committee shall sign the voucher list prepared by the City Treasurer-Comptroller to indicate the action by the Committee.

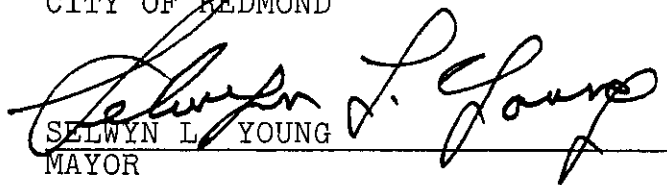
Section 4. Action by the Council. The City Council shall consider and approve or deny by majority vote the vouchers and demands presented against the City for payment as the same are presented to it at a regular meeting or special meeting of the Council called for that purpose.

Section 5. Approval of purchase orders from Council budget. The President (Mayor Pro Tempore) of the Council shall examine, audit and authorize all purchase orders involving the budget for Council expenditures, following the procedures of the City Treasurer-Comptroller as applicable to other departments of the City.

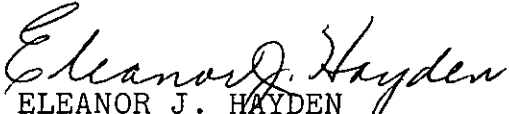
Section 6. Effective date. This ordinance shall take effect and be in force five (5) days after the date of its publication in the manner provided by law.

PASSED by the Council of the City of Redmond, Washington, at a regular meeting thereof, and APPROVED by the Mayor this 3 day of September, 1974.

CITY OF REDMOND

  
SELWYN L. YOUNG  
MAYOR

ATTEST:

  
ELEANOR J. HAYDEN  
CITY CLERK

APPROVED AS TO FORM:

  
JOHN D. LAWSON  
CITY ATTORNEY

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