

ORDINANCE NO. _____

AN ORDINANCE AMENDING SECTION _____ OF
THE MUNICIPAL CODE TO PROVIDE FOR PAYMENT
PROCEDURES; PROVIDING FOR REPEALER AND
SEVERABILITY.

BE IT ORDAINED BY THE MAYOR AND (COUNCIL/BOARD/COMMISSION) OF
THE CITY/TOWN OF _____

SECTION 1. Section _____ of the _____ Municipal Code is hereby
amended to read as follows:

Payment Procedure. The (Finance Director, City Clerk/Treasurer, or Other Finance Official) or his/her designee shall accumulate all properly submitted and due claims and invoices to be processed for payment and present them to the (Mayor, City Manager, or Administrator) or his/her designee for consideration and approval for payment. Upon such approval for payment, the (Finance Director, City Clerk/Treasurer, or Other Finance Official) or his/her designee shall issue properly signed checks, or other authorized forms of payment, in payment of said claims and invoices. A list of claims and invoices paid will be prepared and presented by the (Finance Director, City Clerk/Treasurer, or Other Finance Official) or his/her designee and submitted, for informational purposes, to the (City/Town Council/Board/Commission) at their next regular meeting following the payment date.

SECTION 2. REPEALER. All ordinances or parts of ordinances in conflict herewith are hereby repealed to the extent of any such conflict.

SECTION 3. SEVERABILITY. If any section, sub-section, sentence, clause, phrase, or portion of this Ordinance is, for any reason, held invalid or unconstitutional by any Court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision, and such holding shall not affect the validity of the remaining portion of this Ordinance.

PASSED AND APPROVED THE _____ DAY OF _____, ____.

MAYOR

ATTEST:

CITY CLERK