

**RESOLUTION 13-031**  
**FINANCE RESOLUTION PROVIDING FOR THE APPROVAL OF CLAIMS,**  
**RECORDING THEREOF AN THE PAYMENT OF SUCH CLAIMS**  
**BY THE HARRISON TOWNSHIP FIRE DISTRICT PURSUANT TO N.J.S.A 40A:5-17**

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BE IT RESOLVED by the Commissioners of the Harrison Township Fire District that the following shall occur for the approval of claims for payment to the District:

- 1) Any vendor claiming payment from the District shall present on an approved voucher form a detailed bill of demand duly signed by said vendor. Attached to each duly certified bill shall be a receipt or invoice the amount of which shall match exactly the amount on said voucher. The voucher shall be submitted to the District department having dealt with said vendor for verification by said department of proper receipt of goods or proper performance of services. Said voucher shall be signed by the designated official for that department and shall be submitted to the District Business Office.
- 2) All claims for payment shall be considered by the Commissioners of the District, which shall approve said claims. The Commissioners may reject any claim presented stating the reason(s) for such rejection. Any disapproved claim shall be returned to the Business Office with such instructions as the Commissioners may give at the time of disapproval.
- 3) From time to time it may be required that certain claims for payment may be of such a nature that bills must be paid between scheduled meetings of the Commissioners of the District. If this occurs, the Business Office may process the claims for payment after receiving the required completed invoice/receipt and voucher and after determining that payment of the bill is of an emergent nature, or that payment of debt service is required, or that payment of the bill is required for the continued operation of a department. Such process shall only apply to claims in excess of \$5,000.
- 4) Additionally, it is the recommendation of the District Auditor that in regard to the approval of claims between meetings, the District have authorized the Fire Safety Official as the specified designee for the payment of bills between regular Commission meetings. Payment of such claims in excess of five thousand dollars without the prior approval of the Chairman or Treasurer and shall be ratified by the Commissioners at the next regular meeting.

BE IT FURTHER RESOLVED that the following shall occur for the recording of claims for payment:

- 1) The Business Office shall submit to the Recording Secretary of the District a detailed list of all approved claims for payment and record all such claims in the official minutes indicating that the governing body has by formal action approved said claims or has disapproved or rejected any claims.

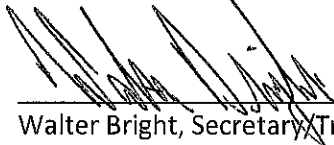
BE IT FURTHER RESOLVED that the following shall occur for the payment of claims:

After said claims have been approved for payment the Business Office shall release all checks for payment thereof. Said checks shall be signed by the Chairman, the Vice Chairman or the Secretary/Treasurer of the Board of Commissioners.



Michael Koestler, Chairman

I hereby certify the above is a true copy of a resolution adopted by the Commissioners of the Harrison Township Fire District No. 1 at the regular meeting held August 15, 2013.



Walter Bright, Secretary/Treasurer

RECORD OF VOTE

COMMISSIONER	AYE	NAY	N.V	ABSENT	SEC.
Bright	X				
Koestler	X				
Fox	X				
Olsen	X				
Crane	X				

X- Indicates Vote    N.V. - Not Voting    Res. - Resoltion Moved    Sec.- Resolution Seconded