

SACRAMENTO VALLEY

BASINWIDE AIR POLLUTION CONTROL COUNCIL

Chair								Vice Chair
Butte	Colusa	Feather River	Glenn	Placer	Sacramento	Shasta	Tehama	Yolo-Solano

POLICY FOR ISSUING PAYMENTS/WARRANTS TO VENDORS OF THE BCC

In order to provide a proper segregation of fiscal duties and provide safeguards for the management of BCC funds the following process is hereby implemented for the issuing of payments/warrants to vendors of the BCC and payment of other routine expenses incurred by the BCC:

- 1.) Upon receipt of invoice for services from any vendor the Treasurer shall review the invoice for accuracy and ensure proper funding is available in the current fiscal year budget.
- 2.) After the Treasurer has determined that payment for invoices is required the Treasurer shall prepare a register of payments/warrants to be placed on the monthly Technical Advisory Committee agenda for approval and issuance by the Technical Advisory Committee.
- 3.) Upon approval by the Technical Advisory Committee the Treasurer shall sign warrants and remit to vendors in a timely manner.
- 4.) The Treasurer shall provide a monthly report to the Technical Advisory Committee of financial data including all year to date fund activity, spending analysis in relation to the current fiscal year budget, and bank statements and reconciliation reports.
- 5.) In the event that no monthly TAC meeting is held or a payment requiring more immediate attention should arise, the Treasurer shall seek authority from the TAC Chair or the BCC Chair for direction on the individual matter. The TAC Chair or the BCC Chair may grant the Treasurer authority to issue payment for the individual circumstance only. Should such an instance arise the payment would still be listed on the subsequent meeting agenda so that all members may be apprised of the expenditure.

All correspondence should be addressed as follows:
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