

**BEFORE THE BOARD OF COUNTY COMMISSIONERS
IN AND FOR THE COUNTY OF CURRY, OREGON**

In the Matter of an Order Amending)
Procedures for Accounts Payable) ORDER NO. 23230
Claims and Department Head Time)
Sheets)
(Department Head Manual))

WHEREAS, pursuant to the Department Head Manual, Commissioners sign Accounts Payable Claims; and

WHEREAS, pursuant to the Department Head Manual, Commissioners sign Department Head Time Sheets; and

WHEREAS, a recommendation was made to revise these procedures for greater efficiency.

NOW, THEREFORE, IT IS HEREBY ORDERED THAT:

1. The Department Head Manual "Financial – Claims Process" section is amended to read as follows:

"Accounts payable are done through a Claims Process. As invoices are received, a Claim for Payment (cover sheet), which is available on the S Drive, is prepared with information such as vendor number, vendor name, special instructions, general ledger account, amount, invoice date, etc. All backup documentation is attached to the claim. The claim must be signed by the department head and is then submitted to the Finance Department. Claims are due to the Finance Department by 5:00 P.M. each Friday to be processed for payment by the following Friday. Payments are mailed directly by the Finance Department unless specifically requested otherwise."

2. The Department Head Manual "Financial – Payroll" section is amended to read as follows:

"Payroll is processed for all employees by the Finance Department. Payroll is processed semi-monthly with the pay periods ending on the 7th of the month, paid on the 15th; and ending the 22nd of the month, paid on the last working day of the month. Each employee is issued a timesheet for each payroll. Employees must complete and sign their timesheet which is then signed and authorized by the

Department Head. Department Head timesheets are to be accepted by the Payroll and HR Coordinator. Elected Officials do not receive a timesheet.”

DATED this 4th day of January, 2023

**BOARD OF CURRY COUNTY
COMMISSIONERS**



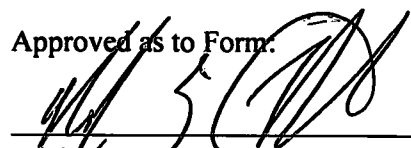
John Herzog, Chair

Brad Alcorn, Vice Chair

Absent At Signing

Court Boice, Commissioner

Approved as to Form.



Michael E. Fitzgerald, OSB # 192939
Curry County Legal Counsel