

# Memorandum

**REPORT TO:** City Commission

**FROM:** Levi Stewart, Accounts Payable Clerk  
Kristin Donald, Finance Director

**SUBJECT:** Accounts Payable Claims Review and Approval

**MEETING DATE:** December 22, 2020

**AGENDA ITEM TYPE:** Finance

**RECOMMENDATION:** The City Commission approves payment of the claims.

**STRATEGIC PLAN:** 7.5. Funding and Delivery of City Services: Use equitable and sustainable sources of funding for appropriate City services, and deliver them in a lean and efficient manner.

**BACKGROUND:** Section 7-6-4301 MCA states that claims should not be paid by the City until they have been first presented to the City Commission. Claims presented to the City Commission have been reviewed by the Finance Department to ensure that all proper supporting documentation has been submitted, all required departmental authorized signatures are present indicating that the goods or services have been received and that the expenditure is within budget, and that the account coding is correct.

**UNRESOLVED ISSUES:** None

**ALTERNATIVES:** As suggested by the City Commission.

**FISCAL EFFECTS:** The total amount of the claims to be paid is presented at the bottom of the Expenditure Approval List posted on the City's website at <http://www.bozeman.net/government/finance/purchasing>. Individual claims in excess of \$100,000: to be announced in weekly e-mail from Accounts Payable Clerks Marcy Yeykal and Levi Stewart.

Report compiled on: December 10, 2020