

Instructions for Claims

All Claims **must** be signed by the department head or someone who has been authorized by the department head and has a signature approval on file in the Auditor's Office, or the claim will be returned.

All claims submitted by 5 o'clock Friday will be paid by the following Friday.

There must be a sufficient amount available in the budget to pay this claim or it will be returned to you. Lack of funds can cause a significant delay, as funds available is not checked until we go to input the claim. If it has to be returned, it will not be paid until the following Friday.

A copy of the agenda for meetings attended must be attached to pay travel claims.

We DO NOT pay from statements. ORIGINAL invoices must be attached for all purchases. If the Original Invoice is not available, claim must be accompanied by a signed, dated affidavit as to why original is not available. Cash register receipts and other invoices 4"x 6" or smaller should be taped to a full size sheet of paper. When making payments for services that do not invoice, such as utility companies, the monthly bill should be attached. Any other exceptions must be documented and cleared with the Auditor's Office.

If something must be included with the check, make sure it is attached to the claim. If a copy of the invoice needs to be mailed with the check, attach an extra copy.

COMPLETING THE FORM:

Vendor/Claimant and complete address – *required*.

W-9 required on all new vendors. Also SS# required on all Independent Contractor's.

Vendor Number (if known). This number is assigned by the Auditor's Office.

Invoice Number:

No more than 10 invoices per claim.

Original invoices must be attached.

Sales Tax: T=Taxable; P=Paid; or N=Non-Applicable. If uncertain, leave blank.

1099: For service contracts with non-incorporated business only. If uncertain, leave blank.

Fund, Short Account, Object Account Numbers – *required*.

Description – vendor's account number and description

Date and Signature of Claimant/Vendor – if the claim form is completed by the vendor.

Department Head (or authorized) Approval – *required*.