



# **PURCHASING PROCEDURE**

## **CLAIM VOUCHER FORMS & PURCHASE REQUISITIONS**

### **PU-01.03**

As of April 1, 2010, Claim Voucher Form rules are being clarified for the implementation of the Munis Integrated Financial System in accordance with the Purchasing Policy, approved by the Macomb Township Board of Trustee on January 13, 2010.

*If there is no invoice and/or no invoice number, a claim voucher is required. If there is an invoice with an invoice number, a claim voucher is not required. The department may stamp the invoice and enter the required information.*

*If on the below list, then a Purchase order is not required. If not on the below list below and the purchase is \$500.00 or more, then a Purchase order is required.*

#### **1.0 CLAIM VOUCHER FORMS & PURCHASE REQUISITIONS**

##### **1.1 PURCHASES LESS THAN \$500.00:**

Payments may be processed using only the stamped invoice in compliance with the procedures established in Purchasing Procedure PU-01.01. The **exception that will require a Claim Voucher Form** is as follows:

Any item for which a numbered invoice has **not** been received.

No purchase requisition is required for purchases under \$500.00

##### **1.2 PURCHASES OVER \$500.00:**

Purchases will require a Purchase Requisition unless the item is on the list below or meets the following **exception**:

The item is on the list below and a **numbered invoice** has been received, a Claim Voucher Form **will not be** necessary. The invoice is to be stamped (stamp available from the Finance Department). The information detailed on the stamp must be provided.

- 1.1.1 Advertising
- 1.1.2 Certificates
- 1.1.3 Conference or convention registration fees
- 1.1.4 Course or seminar or workshop tuition or registration fees
- 1.1.5 Goods or services provided by other government agencies
- 1.1.6 Licenses
- 1.1.7 Membership fees
- 1.1.8 Professional Services and special services (excluding all contracted services) including committee fees, legal fees, other professional services related to litigation or legal matters, witness fee, audit fees, collection agency fees
- 1.1.9 Refunds

- 1.1.10 Subscriptions
- 1.1.11 Telecommunications
- 1.1.12 Training and Education Expenses including travel expenses (meals, accommodations, transportation costs)
- 1.1.13 Utilities
- 1.1.14 Township Board Approved exclusions
- 1.1.15 Gasoline
- 1.1.16 Postage
- 1.1.17 Office Equipment Maintenance

**1.2 IMPORTANT NOTES:**


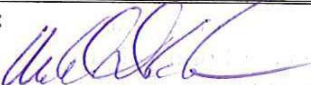
Account numbers are mandatory for the processing of **all** Claim Voucher Forms


**2.0 BOARD APPROVAL:**

**4.1 Board Approval is required for any amount spent over \$1,000.00.**

4.1.1 The Board may issue a blanket authorization at their discretion for certain types of payments covered by Claim Voucher Forms.

4.1.2 If blanket authorization has been granted, the Board Approval date must be clearly identified in the "Explanation" section of the stamped invoice or on the Claim Voucher Form for payment requests with un-numbered invoices.

Effective Date:	04/01/2010	Policy Number:	PU-01.03
Issue Date:	04/01/2010	Approval Date:	03/16/2010
Re-Evaluation Date:	04/01/2011	Last Revision Date:	06/27/2011
Subject:	Claim Voucher Forms		
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