

**CITY OF ST. GEORGE**

The following Resolution was offered by Councilman Cook:

**RESOLUTION NO. 2024-008**

**RESOLUTION TO ESTABLISH A PROTOCOL FOR APPROVING AND PAYING OF INVOICES AND TO PROVIDE FOR RELATED MATTERS**

WHEREAS, the City of St. George desires to adopt the following protocol for approval and payment of invoices.

**Section 1. Payment Procedures.**

1. Each invoice must be validated and endorsed by a member of the Council or designated staff member with their signature and date of validation.
2. After each invoice is validated for accuracy of services rendered, the Mayor shall approve the invoice for payment and forward to the St. George Transition District Treasurer or the Finance Manager.
3. After the Mayor approves an invoice for payment, all documentation shall be forwarded to the St. George Transition Treasurer or Finance Manager for payment. The St. George Transition District Treasurer or Finance Manager will retain all documentation associated with the invoice and will ensure the invoice

**Section 2. Effective Date.** This Resolution shall be effective upon adoption.

This Resolution having been submitted to a vote; the vote thereon was:

For:	Cook, Edmonds, Heck, Himmel and Monachello
Against:	NONE

**CERTIFICATION**

The above and foregoing Resolution was duly adopted at the Regular Meeting of the Council for the City of St. George held on August 27, 2024.

  
 Lorraine Beaman, Clerk