



Michigan Municipal Services Authority  
PO BOX 12012, LANSING MI 48901-2012

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## **EXECUTIVE COMMITTEE RESOLUTION 2017-19**

### **Disbursement Policy**

The Executive Committee of the Michigan Municipal Services Authority ("Authority") resolves that the following policy is adopted:

The Chief Executive Officer ("CEO") of the Authority and the Chairperson of the Executive Committee are authorized to approve disbursements on behalf of the Authority under any of the following conditions:

1. Payments for goods or services provided pursuant to an agreement or contract where the payment amount is not more than 10% greater than the amount authorized by the agreement or contract; and for which sufficient funds are appropriated by the Executive Committee pursuant to the general appropriations act.
2. Payments for goods or services necessary to administer the programs and functions of the Authority in amounts under \$7,500.00; and for which sufficient funds are appropriated by the Executive Committee pursuant to the general appropriations act.
3. An itemized list of revenues and expenditures shall be distributed with the agenda for each regularly scheduled meeting of the Executive Committee.
4. If a regular meeting of the Executive Committee is cancelled, an itemized summary of revenues and expenditures shall be forwarded to the Executive Committee by the date on which the cancelled meeting would have been held.

Periodically recurring disbursements required to fulfil contractual or other legal obligations need be approved only once and not individually. Examples include, but are not limited to, employee benefits, payroll, federal income taxes, state income taxes, and unemployment taxes.

In the event of a vacancy in the position of CEO, the authority of the CEO and the Chairperson to approve disbursements shall be vested in the Chairperson and the Vice-Chairperson of the Executive Committee. In the event of concurrent vacancies in the position of CEO and Chairperson, the authority of the CEO and

the Chairperson to approve disbursements shall be vested in the Vice-Chairperson and the Secretary.

**Secretary's Certification:**

I certify that this resolution was adopted by the executive committee of the Michigan Municipal Services Authority at a properly-noticed open meeting held with a quorum present on December 14, 2017.

By:



James Cambridge  
Authority Secretary