

**MICHIGAN MUNICIPAL SERVICES AUTHORITY**  
Executive Committee

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**RESOLUTION 2013-11**  
Policy for the Payment of Invoices

The Executive Committee of the Michigan Municipal Services Authority ("Authority" resolves that the following is adopted as the policy for the payment of invoices on behalf of the Authority:

**Policy for Payment of Invoices**

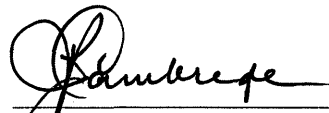
The Chief Executive Officer ("CEO") of the Authority and the Chairperson of the Executive Committee are authorized to approve the payment of invoices on behalf of the Authority under any of the following conditions:

1. Invoices for work under an authorized contract or agreement where the value of total payments is not more than 10% over the amount authorized for the contract or agreement and for which there are sufficient funds in the appropriate line item or the line item for contingencies for the costs under the general appropriations act for the Authority adopted by the Executive Committee.
2. Miscellaneous invoices for goods and services necessary for the operation and administration of the Authority and the execution of projects administered by the Authority in amounts under \$7,500.00 for which there are sufficient funds in the appropriate line item or the line item for contingencies for the costs under the general appropriations act for the Authority adopted by the Executive Committee.
3. An itemized list of all invoices approved for payment 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 list of the invoices approved for payment shall be forwarded to the Executive Committee by the date on which the cancelled meeting would have been held.
5. The CEO shall not approve payment of an invoice payable to the CEO. Invoices payable to the CEO shall be submitted to the Executive Committee for approval.

***Secretary's Certification:***

I certify that this resolution was duly adopted by the Executive Committee of the Michigan Municipal Services Authority at a properly-noticed open meeting held with a quorum present on the 13th day of June, 2013.

By:

  
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James Cambridge  
Authority Secretary