

**CITY OF SULTAN  
SULTAN, WASHINGTON  
RESOLUTION 20-03**

---

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF  
SULTAN ADOPTING A POLICY FOR FISCAL AND  
FINANCIAL MANAGEMENT FOR THE CITY**

WHEREAS, the City Council of the City of Sultan deems it beneficial for the City to have written and adopted financial policies; and

NOW, THEREFORE, be it resolved by the City Council of the City of Sultan as follows:

Section 1. The attached policy for:

A. Vendor Accounts and Billing

is incorporated herein by this reference as if set forth in full is hereby adopted as an official policy for the City.

Passed by majority vote of the Sultan City Council in open meeting this 12<sup>th</sup> day of March 2020.

  
\_\_\_\_\_  
Mayor Russell Wiita

Attest:

  
\_\_\_\_\_  
Tammi Pevey, City Clerk

**CITY OF SULTAN  
Vendor Accounts and Billing**

**Effective Date:** March 12, 2020

Table of Contents:

Section 1	Purpose
Section 2	Departments Effected
Section 3	Policy
Section 4	Procedures

**Section 1. Purpose:**

To provide efficient and timing payments of expenditures incurred by the City.

**Section 2. Departments Effected:**

All City Departments and Council

**Section 3. Policy:**

All accounts with vendors are to be established and setup by the Finance Department. Applications for credit shall be forwarded to the Finance Department for completion.

The Finance Department will complete the application which will be signed by either the Finance Director or City Administrator.

Vendors are to be instructed to mail or email all invoices or statements directly to the Finance Department.

All changes to Vendor information (name, mailing address) must be provided in writing to the Finance Department. E-mail notification must be verified by the Finance Department prior to any changes to the account information.

**Section 4. Procedures:**

The Finance Department shall review and complete all applications for credit with vendors.

All invoices and statements will be delivered to the Finance Department. The Finance Director or their designee, shall distribute the invoice to the appropriate departments within three working days to determine if the good have been received or the services provided.

Department managers shall review and make sure the invoices are properly coded prior to submittal to the Finance Department for processing.

Invoices and statements will be processed for payment upon verification from the Department Head that it is a legitimate expenditure.