

# CASH DISBURSEMENT POLICY

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## **Policy:**

The Board of Fire commissioners must approve all expenditures. All expenditures will be requested during the public portion of the monthly Fire District Officers meeting, which is held on the first Tuesday of every month. Prior to approval the District Treasurer will notify the board if the funding is available for the expense. In order to ensure the safe and continuous operation of the Yaphank Fire Department there will be times when emergency purchases will have to be made. Prior to emergency purchases the requesting Commissioner will, if possible, attempt to notify all of the other Commissioners. The Commissioner will review the current budget to determine if the funding is available or notify the District Treasurer and ask for his opinion.

The emergency purchase will have to comply with the procurement policy that was adopted by the Yaphank Fire District. The Commissioner will submit in writing why the emergency purchase was made, who was notified and which line of the budget will be assessed. All receipts must be attached to this letter along with a completed copy of the procurement policy.

## **Payment Procedure**

The District Secretary receives all invoices, attaches the receipts and submits the invoice to the appropriate Commissioner for a signature. Each Commissioner will review the invoice for correctness and prior to signing will verify that the goods and services have been received.

If the Commissioner deems that the invoice is correct (s)he will sign the voucher and place the voucher on the Treasurers desk for payment. If the invoice is incorrect the Commissioner will keep the invoice until all goods and services are received.

The District Treasurer will pay each invoice and create a warrant of all expenditures for each month. Prior to the checks being sent out in the mail: a Commissioner must verify that the warrant is a true representation of all checks written (see attached form) and the warrant must be approved for payment at the public portion of the monthly District meeting. At times the district will receive invoices after the warrant for the month has been created. These invoices will be read aloud at the public portion of the district meeting. The District Treasurer will pay these invoices and they will appear under the previously approved section of the ensuing warrant.

Chairwoman Skidmore AYE  
Commissioner Peters Jr. AYE  
Commissioner Austin AYE  
Commissioner Schaaf AYE  
Commissioner Thebold AYE

Re-adopted this 8th day of January 2019 by the Board of Fire Commissioners.

Re-adopted this 2nd day of January 2024 by the Board of Fire Commissioners.

Attest by:

Paulamarie Rosso-Thompson  
District Secretary