

CLAIMS

Claims for Cass County are processed every two weeks and are due in the Administrator's Office by Tuesday at 10:00 a.m. of a claim's week.

In order for a claim to be paid, a vendor number needs to be generated in the Accounts Payable System. This will not occur until the Accounts Payable staff receives:

- 1) W-9 form
- 2) Sole Proprietor Form or Certificate of Liability Insurance
- 3) Vendor Registration Form.

Claims are entered into the accounts payable system by designated staff in each department. After the department's claims are entered an Invoice Register Report is attached to that "batch" of claims. The designated staff of the department then approves the claims in the accounts payable system. A second approval is needed in the accounts payable system by the department head. Once that is completed the batches are submitted to the Accounts Payable Department in the Administrator's Office.

The accounts payable staff reviews each department's batch as it comes into the office for accuracy (i.e., correct vendor number, correct line item charged, County guideline approved purchase). Each batch receives final approval from the County Administrator. Claims will be available for review by any Commissioner on Wednesday before 12:00 PM during a claim's week.

Accounts payable staff then combine and processes manual checks and ACH direct deposit payments for all batches. An AP file is created in the accounts payable system. The accounts payable staff log into the Cass County banking portal and upload the AP file. An email is sent to the Treasurer attaching the AP file and a request to have the AP file approved by the Treasurer in the banking system.

Original checks, manual checks and ACH direct deposit remittances and claims are taken to the Treasurer's Office to be paired and distributed by the designated staff.

A claims list is prepared and is included in the Board of Commissioners agenda packets for their bi-monthly meetings. Board members may review these claims in the Administrator's Office prior to approving claims in their meeting.

Exceptions:

1. Trust & Agency Payments, Such as State Education Tax, Tax Distributions, PRE-Denial Payouts, Court Fees Due to State, Restitution, Crime Victim Assessment
2. Juror Fees
3. Emergency Relief Payments, Such as Veteran's Relief
4. Mortgage Foreclosure Sales
5. Utility Payments, Such as Gas, Electric, Water, Sewer, Cable, And Phone
6. Payroll
7. Employee Benefits/Retirement
8. Training/Travel Related Payments
9. Refunds
10. Payments That Will Not Meet the Payment Terms Contained in a Contractual Agreement

11. Items/Projects Already Approved by Board of Commissioners That May Be on Order or Would Require a Quick Turn-Around Time Such as Vehicle Purchases.
12. Debt Payments
13. Emergency Situations
14. Natural Disasters

Checks issued on an exception basis will be submitted to accounts payable staff and processed as a “pay now”.

Payment for any services, supplies, merchandise, or articles not authorized by the County Administrator in accordance with the Cass County Michigan Purchasing Policy becomes the responsibility of the person or persons requesting such services, supplies, merchandise or article and the County may deny payment of the claim.

Any service being performed for the County that has not been authorized in accordance with the policies and procedures stated herein shall be immediately discontinued and the original conditions restored at the expense of the person or persons requesting such service. Payment in full for any service, supplies, merchandise, or articles not acceptable for delivery or the use required, as put forth in the bid specifications or purchase agreement for such service, supplies, merchandise, or articles, will be held in abeyance until such time as a replacement or replacements meeting the specifications put forth in the purchase agreement and acceptable for the use required are received.

Adopted: October 15, 2015

Amended: June 18, 2020

Amended: July 6, 2023