

# Tukwila Metropolitan Park District

Resolution No. \_\_\_\_\_

## A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE TUKWILA METROPOLITAN PARK DISTRICT AUTHORIZING A PROCEDURE FOR THE PAYMENT OF PARK DISTRICT INVOICES.

**WHEREAS**, the Tukwila Metropolitan Park District ("Park District") desires to establish a procedure for the payment of Park District invoices in an efficient and timely manner;

**NOW, THEREFORE, THE BOARD OF COMMISSIONERS OF THE TUKWILA METROPOLITAN PARK DISTRICT HEREBY RESOLVES AS FOLLOWS:**

**Section 1. Invoice Payment Procedure Authorized.** The Park District Treasurer is hereby authorized to pay valid and correct invoices on behalf of the Commission, subject to approval by not less than two Commissioners whose approval must be obtained in advance of payment. From time to time as may be necessary, the Commission shall select two of its members to regularly review and authorize Park District invoices. In the event either Commissioner is unavailable to perform said duties, another Commissioner shall assume the duties to avoid incurring late fees.

**Section 2. Monthly Report Required.** The Park District Treasurer shall prepare a monthly report of invoices paid for the current month and shall present such report to the Commission during its next regular business meeting.

PASSED BY THE BOARD OF COMMISSIONERS OF THE TUKWILA METROPOLITAN PARK DISTRICT at a Regular Meeting thereof this \_\_\_\_\_ day of \_\_\_\_\_, 2011.

ATTEST/AUTHENTICATED:

\_\_\_\_\_  
Clerk of the Board

\_\_\_\_\_, President,  
Board of Commissioners

APPROVED AS TO FORM BY:

Filed with the Clerk: \_\_\_\_\_  
Passed by the Commission: \_\_\_\_\_  
Resolution Number: \_\_\_\_\_

\_\_\_\_\_  
Lisa M. Marshall, Commission Attorney

