

MONTREAT CODE OF GENERAL ORDINANCES

CHAPTER A - GENERAL PROVISIONS AND ADMINISTRATION

ARTICLE V: FINANCES AND PURCHASING

Section 1. Disbursement of Funds. No money shall be disbursed from the Town treasury except for items that have been provided for in the annual budget, or in the case of an extreme emergency. All checks shall be signed by the Finance Officer and one Commissioner or Mayor.

Section 2. Purchasing.

- a) Before any order is given for items to be paid by the Town or any purchase made by any Town Employee, a purchasing order must first be obtained from the Town Administrator.
- b) Any Town Employee purchasing goods without a purchase order from the Town Administrator shall be held responsible for the cost of same.