

**RESOLUTION APPROVING THE REVISED BILL PAYMENT PROCESS  
FOR THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF  
PENNSAUKEN**

**WHEREAS**, in an effort to streamline the bill payment process, the Township Committee of the Township of Pennsauken (“Township Committee”) wishes to implement a revised procedure for approving payments for Township expenses; and

**WHEREAS**, the Township of Pennsauken’s Finance Office will send all Township Committee Members a Bill List every other Friday to review for exceptions, with payments to be made that following Wednesday; and

**WHEREAS**, the revised bill payment process will shorten the Agendas for Township Committee Meetings, and consequently, will reduce the volume of document review required by Committee Members prior to each Township Committee Meeting; and

**WHEREAS**, the Township Committee has determined that it is in the best interest of the Township’s staff, contractors, and residents to implement this revised bill payment process.

**NOW, THEREFORE, BE IT RESOLVED** by the Township Committee of the Township of Pennsauken that the revised bill payment process shall be as follows:

1. The Township of Pennsauken’s Finance Office shall send each Township Committee Member a Bill List on every other Friday of each month, pursuant to the Bill List Schedule attached hereto for the remaining Calendar Year 2022.
2. All Township Committee Members shall review the Bill List for exceptions. All exceptions shall be raised to the Township of Pennsauken’s Finance Office no later than close of business on the Tuesday following the Bill List date.
3. If the Township of Pennsauken’s Finance Office receives no exceptions, or timely resolves any exceptions raised by Township Committee Members, the necessary payments shall be submitted on the Wednesday following the Bill List date.
4. All Bill Lists will be kept on file in the Township of Pennsauken’s Finance Office and Clerk’s Office for public review.

TOWNSHIP OF PENNSAUKEN

PAMELA SCOTT-FORMAN, RMC  
TOWNSHIP CLERK

ADOPTED: November \_\_, 2022.

**TOWNSHIP OF PENNSAUKEN  
2022 BILL LIST SCHEDULE**

<b>Bill List Dates</b>
September 30, 2022
October 14, 2022
October 28, 2022
November 10, 2022*
November 23, 2022*
December 9, 2022
*Adjusted for holiday