

## **Section 5: General Operations Procedures**

### **I. Invoicing Policy**

- A. It will be the department or Event Director's responsibility to provide the Director of Finance with the information to create an invoice using the invoice request form (Form 5-A in Section 7: Appendix)
  - 1. The invoice request form will include the following information and must be filled in entirety: Name, Business Name, Address, Billing Address (if different), event name, sponsorship level, and sponsorship amount.
  - 2. If more than one event is going to be sponsored by the same business, the request for an invoice must be itemized by event with the respective amounts for each.
- B. The Department or Event Director must submit each request form as soon as information becomes available.
- C. The Director of Finance will create an invoice and send out to the businesses within three (3) business days.
  - 1. The Director of Finance will provide a response and copy of the sent invoice to the Department or Event Director within those same three (3) business days.
- D. Both the Department or Event Director and the Director of Finance will maintain copies of all invoices for their records.
- E. All Invoices must be sent prior to the day of the event.
- F. All monies must be collected no later than 30 days after the event unless it is understood and approved by the Finance Director.

### **II. Expense Reporting**

- A. All completed expense reports shall be turned in no later than 30 days after the date of the expense. Any receipts documenting the expense shall be turned in with the report. All expenses occurring September 1<sup>st</sup>-30<sup>th</sup> must be turned in prior to completion of end of fiscal year reporting. Any expense reports not turned in within the designated time frame are subject to rejection of payment.

### **III. Contacting the City Attorney**

- A. The City Attorney shall not be directly contacted by any Department Head or other employee, unless specifically authorized by the City Manager, until the question or concern has been brought to the attention of the City Manager.

### **IV. Badges**

- A. City Hall will be secured with control access requiring each employee to carry a badge with them at all times.
- B. All employee badges must be requested by the supervisor by completing the badge request form and turning it into the Human Resources Department. Human Resources must have the City Manager sign off on the access form before processing any new badge.
- C. The first badge will be provided to the employee without charge. Should an employee lose their original badge, a replacement will be provided to them for a \$25.00 fee.
- D. Badge Request Form 5-B

## **V. Time Clock**

- A. All Hourly Employees will be required to utilize the appropriate time clock for their appropriate department.
- B. If an employee must leave work for any reason other than their lunch hour, they must clock out upon leaving and clock in upon return. Prior to leaving, supervisor approval must be given.
- C. Time cards with handwritten entries may result in disciplinary action, except in cases relating to emergency or on-call responses where completing a time card punch would result in delayed response times. On-call or emergency responses must be designated when turned into payroll at the end of the pay period for final processing.
- D. Frequent leave may be subject to review by the appropriate Department Head and Human Resources and may result in disciplinary action.