



# City of Broken Arrow

## Request for Action

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**File #:** 19-1114, **Version:** 2

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**Broken Arrow City Council  
Meeting of: 09-3-2019**

**Title:**

Consideration, discussion, and possible adoption of Ordinance No. 3601, an Ordinance amending Chapter 2, Article X, Section, 2-187, Purchase order system, Section 2-188, Invoice System, of the Broken Arrow Code pertaining to Invoice system; specifically allowing the Finance Department to make payments through the invoice and purchase order systems after the Council approves the claims list or by ratification, repealing all ordinances to the contrary; and declaring an emergency

**Background:**

Chapter 2, Article X, Section, 2-187 governs the process of the City's purchase order system and Section 2-188 governs the City's invoice system. Both Sections currently prohibits the finance department from making any payment without first being submitted to City Council for approval on the claims lists. City Council meetings are scheduled twice a month. If a Council meeting is rescheduled or cancelled then the finance department is unable to process payments timely. This amendment will permit the Finance Department to make payments through the invoice and purchase order system after the Council approves the claims list or by ratification.

**Cost:** \$0

**Funding Source:** No Source

**Requested By:** Cynthia Arnold, Finance Director

**Approved By:** City Manager's Office

**Attachments:** Ordinance No. 3601

**Recommendation:**

Adopt Ordinance No. 3601 and approve the emergency clause.