



CITY OF RAPID CITY

RAPID CITY, SOUTH DAKOTA 57701-5035

Finance Office Department

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MEMO

To: Mayor Sam Kooiker & City Council

From: Pauline Sumption

Date: January 4, 2012

RE: Airport, Civic Center and Library Vendor Payment Process

Under RCMC 2.72.130 and RCMC 2.76.100, the Airport Board and the Civic Center Board may, after approval of the claims by the Board, requisition/authorize the Finance Officer to issue checks to pay their vendors.

At the request of Cameron Humphres and Brian Maliske and with your approval, we would begin to follow these ordinances and the Finance Office would issue checks to the Boards' vendors after the Boards have approved said payments. This will change the process in, that once the Boards have met and approved the payments, the checks will be issued and the claims will NOT come before the Common Council.

At the request of Greta Chapman, the Finance and City Attorney's offices are also looking at State Statute to determine if this is an option for the Library claims as well. Once that has been determined, and if it is favorable for the Library, I would be bringing the report back to you for your acknowledgement.



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