

FILED
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LANCASTER COUNTY
CLERK

CLAIMS FOR REVIEW POLICY

LANCASTER COUNTY BOARD OF COMMISSIONERS

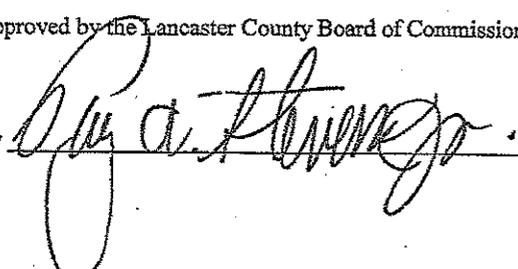
The Lancaster County Clerk's Office reviews and issues warrants for all County claims. In their review process they are required to bring to the attention of the Board of Commissioners any claims they think do not meet County purchasing requirements, or what Lancaster County refers to as claims for review. Examples of claims for review are: those submitted over 90 days from time the cost was incurred; a claim for which there is no contract; etc.

If any County Elected or Appointed Official has a question regarding a particular claim, they are encouraged to contact the County Clerk's Office to discuss the claim prior to submitting the claim for payment.

Claims for review will be handled per the following procedure:

1. The County Clerk's Office will notify the office submitting the claim that it is bringing that claim to the attention of the Board of Commissioners.
2. The Board will review the claim at a Thursday Staff Meeting.
3. The office submitting the claim is encouraged to provide additional information about the claim and, if necessary, come to the Thursday Staff Meeting at which the claim will be discussed.
4. If satisfied that the claim meets County purchasing requirements it will be included with the regular claims and scheduled for official action at a Tuesday Board Meeting.
5. If not satisfied that the claim meets County purchasing requirement, it will be scheduled for official action at a Tuesday Board Meeting under a separate agenda item.

Approved by the Lancaster County Board of Commissioners on February 10, 2004.

By  , Chair