



# CITY COUNCIL AGENDA REPORT

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MEETING DATE: 11/13/2019

ITEM NO: 3

**TO:** Mayor and Members of the City Council

**SUBJECT:** Approval of Accounts Payable Check Register

**FROM:** Siamlu Cox, Acting Finance Manager S.C.

**REVIEWED AND APPROVED BY:**

Melissa Burke, Administrative Manager <sup>MB</sup>  
William Rawlings, City Manager

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**RECOMMENDATION:**

It is recommended that the City Council receive and file this report.

**BACKGROUND:**

The attached demands summary (accounts payable checks) is a list of all checks that have been issued by the City of Artesia from October 1, 2019 through October 31, 2019

Prior to printing each check, payment requests are approved by the department manager, Finance Manager, and City Manager. Once payment requests have been approved, a batch for disbursement is processed by the Accounting Technician, and approved by the Finance Manager. Each check is printed with its invoice detail, then signed by the City Manager and Mayor.

**FISCAL IMPACT:**

There is no fiscal impact associated with approval of this item.

**ATTACHMENT:**

Accounts Payable Check Register for the period ending, Thursday, 10/31/2019.