

FILED

CLAIMS FOR REVIEW POLICY

MAY 6 2005

LANCASTER COUNTY BOARD OF COMMISSIONERS LANCASTER COUNTY CLERK

The Lancaster County Clerk's Office reviews and issues warrants for all County claims which are then submitted to the Lancaster County Board of Commissioners (Board). In their review process they are required to bring to the attention of the Board any specific claim(s) that require review by the Board. Examples of claims for review include, but are not limited to the following: a claim submitted over 90 days after the time the services, which form the basis of the claim, have been performed; a claim for which there is no contract; a claim not in compliance with the County Purchasing Act; and any claim not authorized by law.

Claims for review will be handled per the following procedure:

1. The County Clerk's Office will notify the claimant and the office submitting the claim that it is bringing that claim to the attention of the Board.
2. The Board will review the claim at a Thursday Staff Meeting.
3. The claimant and/or 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 the Board is satisfied that the claim meets the requirements for payment it will be included with the regular claims and scheduled for official action at a Tuesday Board Meeting.
5. If the Board is not satisfied that the claim meets the requirements for payment, it will be scheduled for official action at a Tuesday Board meeting under a separate agenda item. The County Clerk's Office will provide the claimant reasonable written notice of when the claim will be scheduled for official action or discussion.

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.

Approved by the Lancaster County Board of Commissioners on May 10, 2005.

By , Chair

This policy supersedes the Claims for Review Policy approved Feb. 10, 2004.