



Disbursement Policy
of the
COURTS AND LAW ENFORCEMENT MANAGEMENT
INFORMATION SYSTEM (CLEMIS) AUTHORITY
(as of March 26, 2026)

The chairperson and vice-chairperson of the executive committee (the “**Executive Committee**”) of the Courts and Law Enforcement Management Information System (CLEMIS) Authority (the “**Authority**”) are each authorized to approve the disbursement of money by the Authority, including the payment of invoices submitted by the Authority’s chief administrative officer, when any of the following apply:

- (1) the request for disbursement of Authority money is an invoice for work or a required payment under a contract or other agreement previously approved by the Executive Committee and payment would comply with the contract or agreement;
- (2) the request for disbursement of Authority money is an invoice for miscellaneous goods or services necessary for the operation and administration of the Authority and does not exceed \$2,500.00;
- (3) the payment is authorized by an appropriation adopted by the Executive Committee and payment would not result in the Authority expending money in excess of an amount authorized by an appropriation; and
- (4) the Authority has sufficient money to make the payment.

At each regularly scheduled meeting of the Executive Committee, the chief operating officer or his or her designee must provide an itemized list of disbursements made thirty (30) days or more prior to the meeting and not previously reported to the Executive Committee.