



**COURTS AND LAW ENFORCEMENT MANAGEMENT INFORMATION SYSTEM
(CLEMIS) AUTHORITY
EXECUTIVE COMMITTEE**

**RESOLUTION 2025-10
Adopt Disbursement Policy**

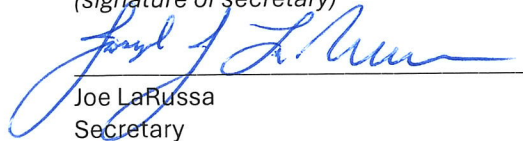
The executive committee (the “**Executive Committee**”) of the Courts and Law Enforcement Management Information System (CLEMIS) Authority (the “**Authority**”) hereby resolves:

- that the chairperson and vice-chairperson of the Executive Committee 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; and
- that an itemized list of disbursements of Authority money approved for payment must be distributed with the agenda for each regularly scheduled meeting of the Executive Committee, and if a regular meeting of the Executive Committee is cancelled, an itemized list of disbursements approved for payment must be forwarded to the members of the Executive Committee by the date on which the cancelled meeting would have been held.

Secretary’s Certification:

I hereby certify that this resolution was duly adopted by the executive committee of the Courts and Law Enforcement Management Information System (CLEMIS) Authority at a properly noticed open meeting held with a quorum present on November 10, 2025.

(signature of secretary)


Joe LaRussa
Secretary