

**DuPAGE TOWNSHIP**  
**RESOLUTION # 18-08**

**VENDOR RESOLUTION**

*WHEREAS*, DuPage Township is an Illinois Township created pursuant to the Illinois Township Code: and

*WHEREAS*, the Township contracts with various vendors to provide goods and services necessary for the day to day operations of the Township; and

*WHEREAS*, Section 80-10 of the Township Code (60 ILCS 1/80-10) authorizes the township to pay expenses in advance of the Township Board's approval of the expenses provided that payments are made pursuant to a board resolution and provided that the expense(s) be reviewed and verified at the next meeting; and

*WHEREAS*, the Township Board desires to authorize the Supervisor to pay the following categories of expenses when due and to submit the invoices for said expenses for review and approval at the next regularly scheduled meeting of the Township Board of Trustees:

1. Regular expenses for the upkeep and administration of Township facilities, equipment, vehicles and programs which require payment prior to the first available opportunity to present said expense(s) to the Board for review and approval; and
2. Other expenses, up to and including the amount of \$2,499.99, which are necessary to fund previously budgeted and/or approved Township programs, and which require payment prior to the first available opportunity to present said expense(s) to the Board for review and approval; and

*WHEREAS*, the Township Board desires to authorize the Supervisor to, in cases of a bona fide emergency, pay any other expenses that unexpectedly arise and which cannot be delayed, in the considered discretion of the Supervisor, until the next regularly scheduled Township Board meeting; and

*WHEREAS*, the Township Board believes that, in order to avoid any miscommunication between the Township and its various vendors, it is in the best interest of the Township that any and all communications with any and all Township vendors be made exclusively by the Township Supervisor, or his nominee.

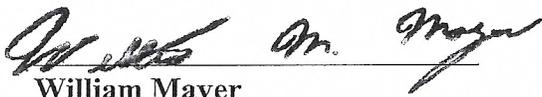
***IT IS HEREBY RESOLVED BY THE DuPAGE TOWNSHIP BOARD OF TRUSTEES:***

- A. The Supervisor is authorized to pay following categories of expenses prior to the submission of the invoices for said expenses to the Township Board of Trustees for review and approval:
  1. Emergency expenses necessary for upkeep and administration of Township facilities, equipment, vehicles and programs;

2. Regular expenses for the upkeep and administration of Township facilities, equipment, vehicles and programs which require payment prior to the first available opportunity to present said expense(s) to the Board for review and approval; and
3. Other expenses, up to and including the amount of \$2,499.99, which are necessary to properly fund previously budgeted or approved Township programs, and which require payment prior to the first available opportunity to present said expense(s) to the Board for review and approval.

The invoice(s) for all such expenses shall be presented to the Township Board for review and approval at the next regularly scheduled meeting after said payment.

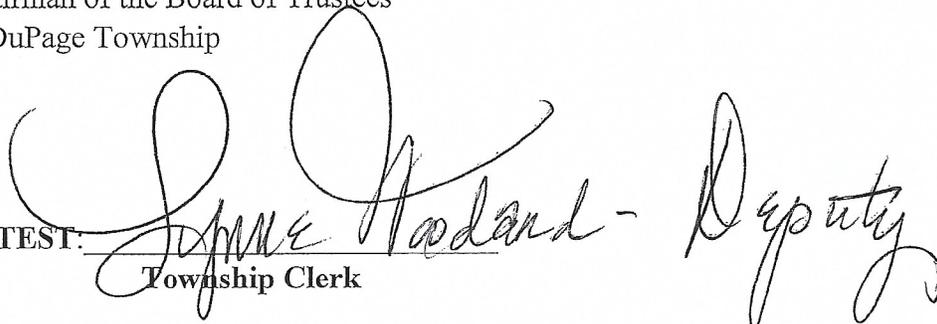
- B. The Supervisor, or the Supervisor's nominee, shall be the sole contact for any communications with any Township vendor.



**William Mayer**

Chairman of the Board of Trustees  
of DuPage Township

ATTEST:



**Lynne Hadland - Deputy**  
Township Clerk