



A PLACE FOR TODAY. TOMORROW. THE FUTURE.

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## VILLAGE MANAGER MEMORANDUM

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**TO:** PRESIDENT FISHEL AND THE VILLAGE COUNCIL  
**FROM:** JOHN ROSCZYK, VILLAGE MANAGER  
**SUBJECT:** POLICY FOR AUTHORIZED VILLAGE PERSONNEL  
**DATE:** 9/11/2015

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This is in regards to policy regarding persons authorized to incur charges on behalf of the Village of Roscommon.

As to charges made on behalf of the Village of Roscommon by either a charge being made upon existing accounts that the Village has with established merchants, service providers, or with the use of a credit card device, it is requested the Council of the Village of Roscommon establish the following policy:

1. No charges may be incurred against the Village of Roscommon unless made by an authorized agent of the Village. Charges made by unauthorized persons will not be honored and, thus, not paid.
2. The positions that are authorized to incur debts consistent with debt limits pre-established with each creditor or credit care are as follows
  - a. Manager
  - b. Administrative Aide
  - c. Clerk
  - d. Treasurer
  - e. DPW Director
  - f. DPW Specialists
  - g. DPW Technician

Other persons or positions not enumerated above, shall not obligate the Village of Roscommon for any indebtedness whatsoever.