

## **Discussion on expedited approval of RCLC invoices**

Our current process for invoice approval is as follows:

1. Invoice is presented for approval at the RCLC meeting subsequent to receipt of invoice
2. Draft minutes with board approval of invoice are sent to ZLS
3. Treasurer is contacted to confirm approval of invoice payment
4. Checks are cut by ZLS
5. Checks are prepared and sent to LA County fiscal agent for endorsement.

This is a multi-month process that has led to multiple finance charges. I would like the board to consider the following expedited process:

1. Invoice is presented for approval at the RCLC meeting subsequent to receipt of invoice (same as now)
2. Treasurer or Chair communicates via email to ZLS confirming board approval of invoice and includes agenda (replaces need for draft minutes)
3. Checks are cut by ZLS
4. Checks are prepared and sent to LA County fiscal agent for endorsement.