



1530.2: Disbursing Order - General Assistance

The disbursing order must consist of at least an original and duplicate copy. It may be used to authorize the purchase of merchandise or service by clients. Disbursing orders adopted by GA Units include:

- Name and address of Supervisor, County and Township, with provision of signature of the Supervisor or representative.
- Client's name, address, case number, and provision for signed certification that the goods listed on the order were received, and vendor was selected, by client.
- Date and amount of issuance.
- Name and address of vendor, description of articles, quantity, unit price, and amounts.
- Statements that:
 - a. the disbursing order cannot be assigned or transferred,
 - b. merchandise cannot be issued without the written order,
 - c. cash shall not be given in lieu of merchandise,
 - d. goods may be delivered by the designated merchant only to the beneficiary named, and
 - e. order is void if changes or alterations have been made.