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the appropriation concerned, in excess of all unpaid obligations, is sufficient to defray the cost of such order. (Code 1950, § 15-546; 1962, c. 623, § 15.1-110; 1997, c. 587.)

§ 15.2-1239. Orders and contracts in violation of article. — If any department or agency of the county government purchases or contracts for any supplies or contractual services contrary to the provisions of this article or the rules and regulations made thereunder, such order or contract shall be void and the head of such department or agency shall be personally liable for the costs of such order or contract. (Code 1950, § 15-546; 1962, c. 623, § 15.1-110; 1997, c. 587.)

§ 15.2-1240. Violation of § 15.2-1238 or § 15.2-1239 a misdemeanor. — Any violation of § 15.2-1238 or § 15.2-1239 shall be a misdemeanor and shall be punishable as provided by § 18.2-12. (Code 1950, § 15-548; 1960, c. 360; 1962, c. 623, § 15.1-112; 1997, c. 587.)

ARTICLE 3.

Procedural Requirements.

§ 15.2-1241. Signing records when chairman has died, moved, etc., before signing them. — When the chairman of any county governing body who should have signed the records of the proceedings of any meeting of the governing body has died, moved from the county, completed his term of office or for any other reason become incapacitated to perform the duties of his office, without having signed such records, the governing body shall have such records read at a regular meeting and if no error appears shall direct its then chairman to sign such record. The governing body shall thereupon enter on its records the fact of such reading and signing. Such records, when so signed, shall be as valid as if they had been signed by the chairman who presided at the time when such order or orders were made. (Code 1950, § 15-235; 1962, c. 623, § 15.1-530; 1997, c. 587.)

§ 15.2-1242. Minutes of meetings and proceedings. — The governing body of every county shall cause to be recorded, in well bound books or by a microphotographic process which complies with standards adopted pursuant to regulations issued under § 42.1-82 for microfilm, microfiche, or such other similar microphotographic process, complete minutes of all their respective meetings and proceedings. All bids submitted on any building, materials, supplies, work, or project to be let to contract by any governing body may be incorporated by reference in such minutes and record of such bids shall be retained in a separate file. Such minutes and records of bids shall be kept open to public inspection at all reasonable times for a period of three years after they have been recorded. (Code 1950, § 15-248; 1962, c. 623, § 15.1-543; 1979, c. 209; 1980, c. 220; 1997, c. 587.)

ARTICLE 4.

Payment of Claims.

§ 15.2-1243. Governing body to receive, audit and approve claims; warrants. — A. The governing body of every county shall receive and audit all claims against the county, except those required to be received and audited by the county school board, and shall, by resolution or recorded vote, approve and order warrants issued in settlement of those claims that are found to be