

PAYMENT POLICY

Adopted: September 20, 2011 Board of Selectmen Meeting

Amended: July 2, 2013 Board of Selectmen Meeting

PAYROLL:

Payroll must be submitted by noon on Monday for processing of the warrant pursuant to the Personnel Policy as it may be amended from time to time. When a holiday is on Monday, payroll must be submitted by noon on Friday. The Town Treasurer will issue payroll checks on Wednesday. Paychecks will be released only to the employee/volunteer whose name appears on the check unless other arrangements have been made by the employee/volunteer in writing.

Payroll Submittal:

In order for payroll to be paid the following must be followed:

- 1). Time sheets submitted must be approved by the Department Head.
 - a) Shall include the appropriate employee number and account number.
 - b) If new employee, completed employments forms must be submitted prior to payment.
 - c). Submit to the Town Administrator or designee, for review who will then forward the invoice to the Town Treasurer for payment.
 - d) Payroll not accompanied by requirements above will not be paid and will be returned to the appropriate Department and must be resubmitted in a timely manner

INVOICES:

Invoices must be submitted by noon on Friday for processing of the warrant. The Town Treasurer will issue account payable checks on Wednesday.

Invoice submittal:

In order for the invoice to be paid the following must be followed:

- 1) Once an invoice is received, the invoice shall be attached to the appropriate Purchase Order by the Department Head at which time will:
 - a). Shall include the vendor number and appropriate account number.
 - b). Approved purchase order must be attached.
 - c). Be required to obtain and attach a completed W-9 form for a new vendor.
 - d). Submit to the Town Administrator or designee, for review who will then forward the invoice to the Town Treasurer for payment.
 - e). Invoices not accompanied by requirements above will not be paid and will be returned to the appropriate Department and must be resubmitted in a timely manner.