

CLAIM SUBMISSION POLICY

The Town Board of Augusta meets the 3rd Wednesday of every month to approve the payment of claims against the town.

Please remember all claims need to be submitted so they are **received** by the Supervisors office by the Monday of the week before the board meeting to be considered in the current months abstract. Claims received after that are held for approval until the next monthly board meeting.

ALL CLAIMS NEED TO HAVE FULLY COMPLETED VOUCHER/CLAIM TO BE CONSIDERED FOR PAYMENT. THE CLAIM MUST BE SIGNED BY THE EMPLOYEE AND OR DEPARTMENT HEAD AUTHORIZING THE PURCHASE.

THAT BEING THE PERSON WHO GAVE RISE TO THE CLAIM.....

Please mail all completed claims to:

Town of Augusta
2319 North Rd.
Oriskany Falls, NY 13425

If you have questions concerning claims/billing please call 315 843 4811.

