

TOWN OF AUGUSTA
CLAIM/VOUCHER POLICY

All bills for payment must be submitted with the correct color voucher completed by the Department Head.

No checks are to be cut without Town Board approval. Post Payment Abstract as approved at Re-Org meeting and payroll are exceptions

Vouchers are checked by the Secretary for mistakes and returned to Vendors or Department Heads for corrections.

Town Supervisor codes claim for correct charges to the Department responsible.

Vouchers are then delivered to the Town Clerk for completion of an abstract.

The abstract is reviewed by the Town Board and payment decisions are made or denied or questions asked to the Department Heads to verify.

The Town Supervisor cuts the checks.

Checks are copied and again compared to claims by the Secretary, then mailed out. Copies are to be made so that when the bank statements are balanced by the Secretary, she can compare endorsements to payees on each of the checks

Board Approved March 2000

Board Reviewed 2012

Board Reviewed 6/21/2017

Board Re-approved 2/17/2021- Town Board of Augusta

Board re-approved 8/18/2021