

TOWN OF HARDWICK
SELECT BOARD POLICY
PAYMENT OF BILLS

The Town should pay its bills in an orderly and timely manner. Specifically checks should be sent within 30 days of the receipt of the billing invoices. This requires the co-operation of all parties involved.

The Town Manager's Office shall pay the bills on Thursdays of each week with the "one write sheet" forwarded to the Select Board for their signatures at their next meeting. Invoices should be received in the Manager's Office not later than Tuesday of the same week and checks will be ready on Friday afternoon of the same week. Prior to issuing a check, department heads shall review and approve invoices by initialling them.

There are various cases where exceptions will be made, such as:

1. Emergency payroll advances.
2. Payments where contractual agreements establish a specific payment schedule. The Town may establish a payment schedule as part of the bid document or in order to obtain a lower price at time of purchase.
3. The payment of shipping charges.
4. Payments in order to assure discounts.
5. Payments where shipments are received Cash on Delivery.

Drafted by the Town Manager on October 20, 1992.

Adopted by the Select Board on November 12, 1992.