

## **PURCHASING AND REIMBURSEMENT POLICY**

This policy covers purchases made for regular Town operations. Purchases made under any grant programs must follow the requirements of the particular grant. Purchases made under any Stafford Act Grants including FEMA Public Assistance and Hazard Mitigation grants and Homeland Security grants must follow the Town's Procurement Policy for Grant Programs.

### **GENERAL**

For this policy, Board refers to Selectboard for Town purchases and Library Trustees for Library purchases.

The Town is tax-exempt. Any vendors should be given a tax-exempt certificate (available from the Treasurer) before purchases are made.

Sub-contractors providing services to the Town must provide a W-9 with tax ID number and an insurance certificate before doing work for the Town. The Selectboard shall determine what liability limits are required. If the contractor is self-employed and/or doesn't have insurance, and if acceptable to the Selectboard, they must sign a waiver (available from the Town Clerk) before work begins. Please note that the Town will have to pay the Workman's Compensation premium for any contractor that does not submit proof of Workman's Comp insurance.

### **PURCHASING AUTHORITY**

Department heads are authorized to make purchases as follows:

Town Clerk/Town Treasurer: Authorized to make purchases for regular operating expenses that are within the budget; must get Board approval for items not in the budget, or for any purchase over \$500.00.

Road Foreman: Authorized to make purchases for regular operating expenses that are within the budget; must get Board approval for items not in the budget, or for any purchase over \$5,000.00.

Library Director: Authorized to make purchases for regular operating expenses that are within the budget; must get Board approval for items not in the budget, or for any purchases over \$1,500.00.

Town Boards, Committees and Commissions: Authorized to make purchases for regular operating expenses that are within the budget.

### **REIMBURSEMENTS**

If items are going to be purchased by an individual on behalf of the town, the purchase must be pre-approved by the appropriate department head. An original receipt must be presented for reimbursement. Sales tax will not be reimbursed. The items purchased for the Town must be purchased and paid for separately from items purchased for personal use, to obtain a distinct receipt.

### **FUNDRAISING**

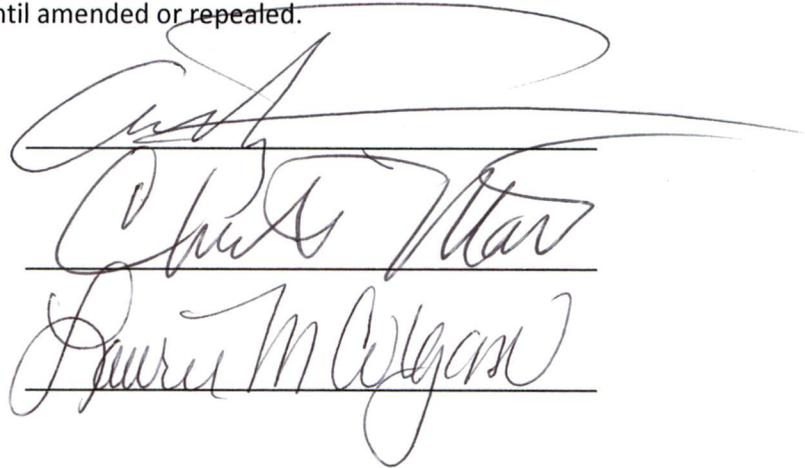
For a true accounting, all funds collected at an event must be turned over to the Treasurer. Expenses must be paid following the other provisions of this policy, and shall not be paid in cash from the proceeds before the funds are turned over. Funds turned over must include a statement with the amount of funds being turned over, the source of the funds, the date, and the name and signature of the person turning over the funds.

**PAYMENTS**

No checks may be written, either for reimbursement or to pay an invoice, without first being approved by the Board. In addition, the department head or chair of the committee must approve the invoice and indicate the budget line item. In the interest of transparency, purchases shall be applied to the correct line item regardless of whether the budget for that line item has been exceeded.

If a check is needed at the time of service or purchase, prior approval must be obtained from the Board and documentation must be provided before the check can be written. Please find out from the Vendor exactly how the check is to be made out beforehand.

The foregoing Policy is hereby adopted by the Selectboard of the Town of Marshfield, Vermont, this 17<sup>th</sup> day of May, 2016 and is effective as of this date until amended or repeated.



The image shows two handwritten signatures in cursive script, each written over a horizontal line. The first signature is 'Chris Star' and the second is 'Laura M. Colgan'. There is a large, loopy flourish above the first signature that extends across the top of the page.