

**TOWN OF RICHMOND  
GENERAL  
WARRANT POLICY**

**WARRANTS FOR INVOICES**

Warrants for purposes of paying invoices will be approved by the Department Head, or designee in absence of such, responsible for the expense. The Finance Department will then review and enter invoices for submission on the warrant. The Warrant will then be reviewed and signed by the Town Manager, or designee in absence of such, prior to submission to the Selectboard for review and signed approval.

Any changes that the Board may need to make prior to signing the warrant shall be written on the warrant and signed by the Selectboard Chairperson. At least three Selectboard Members will review and sign the warrant.

The warrant signed by the Selectboard Members will be given to the Finance Department to cut checks for vendors and amounts listed on the warrant. The Finance Department will give the signed warrant, invoices, and checks to the Town Treasurer for review and signing prior to the checks being distributed by the end of the week.

**WARRANTS FOR PAYROLL**

Warrants for purposes of payroll will be reviewed and signed by three Selectboard members. The warrant is not required to be signed prior to checks being distributed for employee pay, or benefit related invoices, because the approval is assumed in the employees hire letter.

**WARRANTS FOR ELECTRONIC TRANSFERS OR DIRECT VENDOR ELECTRONIC PAYMENT**

Electronic bank account transfers or direct payments shall be done through warrant, with backup for the request, and will be reviewed and signed by three Selectboard Members.

Upon being signed by the Selectboard Members the Finance Department will carry out the necessary procedures.

February 3, 2020

**Selectboard:**

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David Sander

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Bard Hill

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Christy Witters

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Roger Brown

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Katie Mather