

**TOWN OF RICHMOND  
GENERAL  
WARRANTS POLICY**

**PURPOSE:**

The purpose of this policy is to ensure that Department Heads and the Selectboard are aware of their responsibility for proper review and consideration for payment of all Town expenses.

**POLICY:**

**WARRANTS FOR INVOICES**

Warrants for purposes of paying invoices will be approved by the Department Head, or designee, in the 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. If the Selectboard meeting is to be held electronically, the Finance Department will scan all pertinent documents related to the warrant and forward the electronic file to the Town Manager for inclusion in the packet sent to Selectboard members.

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 or designee. At least three Selectboard Members will review and sign the warrant. In the event that there is not an in-person meeting and the meeting is held electronically, the Town Manager, or designee, will set the warrants up so they can be signed electronically by the Selectboard members. Once the warrants are signed, the Town Manager will forward them to the Finance Department.

The warrant signed by the Selectboard Members will be given to the Finance Department to cut checks for vendors with the specified amounts listed 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 at least three Selectboard members. The warrants do not need -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 employee's hire letter. In the event that there is not an in-person meeting and the meeting is held electronically, the Town Manager, or designee, will set the warrants up so they can be signed electronically by the Selectboard members. The warrants need to be signed by at least three Selectboard members.

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

Electronic ~~transfers~~ bank account transfers or direct payments to vendors, shall be done through warrant, with backup for the request, and will be reviewed and signed by at least three Selectboard Members. In the event that there is not an in-person meeting and the meeting is held electronically, the Town Manager, or designee, will set the warrants up so

they can be signed electronically by the Selectboard members. Once the warrants are signed the Town Manager will forward the warrants to the Finance Department. The Finance Department will then transfer the funds from and to the appropriate bank accounts and will post a General Ledger entry.

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

February 3, 2020 Approved Date: \_\_\_\_\_

David Sander      Bard Hill      Christy Witters      Roger Brown      Katie Mather Christine  
Werneke      David Sander      Bard Hill      June Heston      Cody Quattrocci

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Approved Date: \_\_\_\_\_

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Christine Werneke      David Sander      Bard Hill      June Heston      Cody Quattrocchi