

**TOWN OF RICHMOND
WATER DEPARTMENT
WARRANT POLICY**

PURPOSE:

The purpose of this policy is to ensure the Water Superintendent and the Water Commission are aware of their responsibility for proper review and consideration for payment of all Water & Sewer Department expenses.

POLICY:

WARRANTS FOR INVOICES

Invoices will be approved by the Department Head, or designee, 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, prior to submission to the Water Commission for review and signed approval. If the Water Commission 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 Water Commissioners members.

Any changes that the Water Commission may need to make prior to signing the warrant shall be written on the warrant and signed by the Water Commission Chairperson or designee. At least three Water Commissioners will review and sign the warrant. In the event 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 Water Commissioners.

The warrant signed by the Water Commissioners will be given to the Finance Department to cut checks for vendors with the specified 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 ELECTRONIC TRANSFERS OR DIRECT VENDOR ELECTRONIC PAYMENT

Electronic 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 three Water Commissioners. In the event 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 Water Commissioners.

Upon being signed by the Water Commissioners the Finance Department will carry out the necessary procedures.

Approved Date: _____

Bard Hill

David Sander

Fran Hunttoon

June Heston