

Town Manager Policy Update 7-23-2009

## **Invoices and Purchase Orders**

In an effort to reduce the amount of time spent signing and reviewing the purchase orders at one sitting, Mr. Paduch and I request that as you receive invoices and create the purchase orders, please bring them to the Treasurer's Office rather than holding on to them and bringing the purchase orders over at once. With this change, we may also be able to avoid late charges/finance charges on some bills that sit over the 2 week period between check runs.

For those vendors offering discounts for early payment (Mercier's and East Bay Newspapers, for example), please prepare and bring over your purchase order as soon as possible so that we may take advantage of the discount. For these vendors, please make a point of letting us know that a discount is available so we can process the payment earlier if necessary.

Finally, when submitting personal and business related expenses, please provide **original** receipts for processing. Purchase orders received with copies will be returned. Processing from original receipts is a best practice and reduces the possibility of duplicate payments.

Thank you very much for your assistance as we try to reduce expenses and streamline the process. Please call me, or stop by, if you have any questions regarding these items.

Cheryl Silva, Treasurer