

## Town of Colrain Personal Reimbursement Policy

Department heads and employees are encouraged to utilize established accounts with vendors (i.e. Staples, Baker Office Supply) for most routine purposes. In the event that an item cannot be procured at the best possible value utilizing established accounts, the following procedures must be followed to ensure prompt reimbursement.

In general, for boards and committees, all expenditures, including reimbursements, must be approved at a duly convened open meeting of the board requesting reimbursement. At least two board/committee members should sign the request for reimbursement. In the alternative, meeting minutes that reflect the approved expense should be provided with the payment request. Auditors perform random tests to ensure this process is followed.

For all reimbursements:

- An original invoice, or one consistent with the outline under the "Electronic Invoice Policy", must be submitted. This should indicate the good(s)/service(s) purchased and the cost for each without tax.
- Proof of Payment should be provided, such as a cancelled check, credit card statement, or bank statement. It is preferred that all personal information is blacked out (such as account numbers). Please sign and date this and indicate the mailing address if mailing is preferred.

If you have any questions, please contact the Town Accountant.