

Town of Rensselaerville
Invoice/Voucher
Requirements & Procedures

Introduction: In a concerted effort to enhance efficiency and accuracy in the auditing and payment of Town of Rensselaerville's invoices and vouchers, the following requirements and procedures are hereby adopted and compliance is required as a condition of payment.

A. Vouchers: All invoices and requests for payments shall be prepared and submitted to the Town of Rensselaerville as follows:

1. A fully completed voucher form must be attached as the first sheet to the bill, invoice, or any other request for payment except for those monthly bills which the Town Board has authorized to be paid without vouchers (such as utility bills). The voucher submittal must include the following: (The voucher may reference the attached invoice which must include the required information listed below.)

- description of the services rendered or products/materials delivered
- the date(s) of services rendered or products/materials delivered
- place of delivery
- delivery tickets/load tickets for materials/products delivered to the Town appropriately signed at the time and place of delivery and dated by a Town employee/official
- date of invoice
- the per item cost
- the quantity of services/materials/products
- the balance due
- the original signature of the individual or company representative verifying the truth and accuracy of the information on the voucher
- Each voucher must correspond to one invoice except in cases where there are multiple invoices applicable to a specific project, job, or service. In such case, a voucher may include more than one invoice or bill provided those invoices are applicable to and identified with a specific project, job, or service.
- noncompliance with the above requirements will result in the rejection and return of the voucher
- other attachments/information/documentation as necessary

2. Submission – Vouchers applicable to the General Fund must be submitted to the Town Clerk. Vouchers applicable to the Highway Fund must to submitted to the Highway Clerk. In order for a voucher to be authorized for payment by the Town Board, the voucher (meeting the above requirements) must be submitted to the Town Clerk/Highway Clerk on or before the Friday prior to the regular Town Board meeting which occurs the second Thursday of every month. Vouchers submitted after said day will be processed and presented for payment at the following Town Board monthly meeting.

A. Processing Procedure: Vouchers will be processed as follows:

- All vouchers must be submitted to the Town Clerk/Deputy Town Clerk/Highway Clerk who will initial and time-stamp the voucher with the date of receipt. Any voucher without a Town Clerk/Deputy Town Clerk/Highway Clerk initial and/or time-stamp will not be processed.
- The voucher will be logged-in on the tracking system log.
- The Town Clerk/Deputy Town Clerk/Highway Clerk will review the voucher with respect to the requirements above:
 - a. if all requirements are satisfied the voucher will be assigned a budget code and then forwarded to Clerk1/Bookkeeper where they will be assigned a Town of Rensselaerville voucher number
 - b. if all requirements are not satisfied, the voucher will be returned to the vendor for correction
 - c. the status of this stage will be noted on the tracking system log
- The voucher will then be presented to the appropriate Department head for his/her review and signature and then returned to Clerk1/Bookkeeper for inclusion in the vouchers that will be presented to the Town Board for payment.

C. Presentation for Payment

1. All vouchers which meet the requirements noted above will be presented to the Town Board at their regularly scheduled monthly meeting.
2. Vouchers will again be examined for compliance with the above requirements
3. If in compliance, vouchers will be signed and payment authorized. Once authorized, all documentation including the check will be returned to the Town Clerk/Deputy Town Clerk/Highway Clerk for completion of its entry on Invoice Tracking System (check #, date of check, amount of check, date mailed)
4. If not in compliance, request for payment will be denied and vendor(s) will be contacted and/or vouchers with accompanying documentation will be returned to vendor(s) for correction
5. All approved and signed vouchers will be paid within five (5) business days of the date of approval