

Policy for Payment of Vendor Claims

All vendor Invoices, Statements and/or 'Claims' must be submitted to the clerk by the 15th of each month in order for the claim to be paid in that month. Any Invoices, Statements and/or 'Claims' received after the 15th of the month will not be paid until the following month.

The reason for this deadline being that the clerk needs sufficient time to review and process the claim, create a 'Claims List for Approval' and submit that list to the board so that they have ample time to inspect and review all claims for that month.

Adopted this 20th day of July, 2017.

BY THE TOWN BOARD

Mark Mertens
Town Chairperson

Attest:

Nancy Hammerschmidt
Town Clerk