

**TOWN OF HARTLAND
DISBURSEMENTS OF FUNDS POLICY
WARRANT PROCEDURE**

The following policy shall govern any and all expenditures incurred on behalf of and paid for the Town of Hartland.

It is the purpose of this policy to ensure:

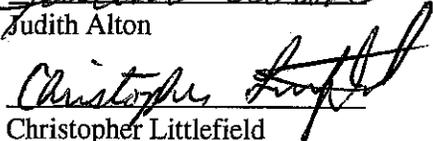
- a. That all expenditures are controlled and correctly made;
 - b. That all goods and services have been approved by Town Manager and at least two Selectmen, as needed by the Town; and
 - c. That all goods and services have been priced correctly and are received.
- 1) All received invoices are directed to the Bookkeeper. They shall then be reviewed by the Department head for authorized designee for review and signature or a copy of the P. O. shall be attached. The signatures shall certify that the goods or services were needed by the Town of Hartland.
 - 2) Invoices prepared as set forth under 1) above are referred back to the Bookkeeper who checks that signature are on the invoices. The Bookkeeper shall prepare any required vouchers and warrant. The Town Manager/Treasurer shall review the vouchers and warrant and shall sign the warrant to signify its accuracy.
 - 3) Prepayments may be made for the following payment categories prior to the signing of the respective warrant by the Selectmen:
 - (a) Payroll
 - (b) Any payments required by Maine law or regulations to be made to the State of Maine
 - (c) Any payments required by Federal law or regulations to be made to the Federal Government
 - (d) Payments involving a discount as a benefit to the Town
 - (e) General Assistance payments
 - (f) Other payments of an immediate nature, as determined by the Town Manager, up to a limit of \$2,500., with an explanation of the payment on the voucher.
 - 4) Checks shall be processed with due diligence and forwarded to the payee within a reasonable time.
 - 5) The Town Manager shall review all expenditures including the check register to confirm that All payments correspond with the warrant, are appropriate and that all checks are controlled. The Manager/Treasurer shall sign the warrant to confirm the review.
 - 6) The Selectmen shall review and sign the warrant as necessary and appropriate.
 - 7) The Payroll Warrant shall be visibly signed by the Town Manager/Treasurer for each payroll period.
 - 8) A Purchase Order system shall be maintained by the Town.

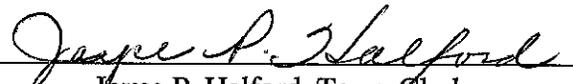
June 15, 2010.

Municipal Officers
Town of Hartland


Barry Russell


Judith Alton


Christopher Littlefield

Attest: 
Joyce P. Halford, Town Clerk