

**POLICY SET BY BOARD OF SELECTMEN
AT BOARD OF SELECTMEN MEETING
JUNE 28, 2012**

ELECTRONIC INVOICE POLICY: Increasingly vendors are switching to electronic invoices in order to “go green.” The following are guidelines that will be followed for payment of electronic invoices.

1. If the invoice is in the form of an email, please print the entire correspondence, including any attachments and submit as a whole. The auditors look at the URL on the bottom or top of the invoice to verify authenticity.
2. If it is a PDF document, please submit that along with the announcement email (like “your invoice is ready and can be accessed from this link.”)
3. Complete a bill schedule as usual. Invoices still must be in the proper format (no tax charged, listing name, phone and address of vendor, date of service/purchase, and amount for each service/purchase).