

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

REIMBURSEMENT POLICY: Department Heads and Employees are encouraged to utilize established accounts with vendors (i.e. Staples, Baker Office Supply, A.L. Avery, Big Y) for most routine purchases. In the event that an item cannot be procured utilizing established accounts, the following procedures must be followed to ensure prompt reimbursement.

As the Town of Heath is tax exempt, **no sales tax can be reimbursed**. A copy of the tax exempt certificate can be obtained from the accountant or treasurer.

All expenses, including reimbursement, must be approved at a duly convened open meeting of the Board requesting reimbursement. At least two committee/board members should sign the bill schedule, *or* minutes that reflect the approved expense amount should be provided with the bill.

For all reimbursements:

1. An original invoice is required (no photocopies), and;
2. Provide a detailed, original paid invoice from the store or supplier. The person requesting reimbursement shall write a statement, on the receipt, or tape the receipt to a full sheet and write on the sheet, stating: "Please reimburse me for these items I purchased, and delivered, using (cash, credit/debit card, or check), for the purpose of (supplies needed, meeting snacks, services rendered, etc.)." **Please sign and date this statement.**
3. Complete a Bill Schedule. All requests for reimbursement shall be submitted on a completed Bill Schedule. The vendor name will be the individual requesting reimbursement. Please provide requestee's mailing address if reimbursement is to be mailed.

Generally, invoices are processed weekly. This schedule may be shifted to accommodate holidays or vacations.