

Glocester Land Trust Policy for the Payment of Invoices and Bills.

Upon approval of payment of bill/invoice by a vote of the Trustees of the Glocester Land Trust the GLT Treasurer shall complete and sign the appropriate Town Finance Dept form (aka requisition) for payment of such bill/invoice. The Town Finance form shall be accompanied by the original invoice/bill and a copy of the pertinent page of the GLT meeting minutes authorizing payment. In absence of the GLT Treasurer, the Town Finance form may be completed and signed by the GLT Chairperson or Vice Chairperson. The form and related documents shall be submitted to the Town Finance Dept in a timely manner after approval of the expense at a GLT meeting.

In extraordinary or emergency circumstances the GLT Chairperson or Vice Chairperson may complete and submit the Town Finance form for bill/invoice payment without prior approval of the GLT Trustees. The GLT Treasurer may also take this action but only upon the approval of the GLT Chairperson or Vice Chairperson. At the next regular meeting of the GLT the payment of this bill/invoice must be approved by a vote of the Trustees. A copy of meeting minutes indicating payment approval will be submitted to the Town Finance Dept.

A sample motion authorizing the payment of a future invoice for when Bids or Contracts are awarded:

Upon receipt of an invoice from XYZ Co. for an amount not to exceed \$xxxxx, and confirmation from the GLT chairperson or designee that all invoiced work is complete, the GLT Treasurer is authorized to submit a purchase requisition form to the Town Finance Dept for payment of the invoice. No further action or vote will be required of the GLT to have this invoice paid.