

ADMINISTRATIVE POLICY #18

RE: Contract Signatures
Cash Turnovers

It is the policy of the Board of Selectmen that all contracts for Town procurement of goods and services shall be reviewed and signed by the Town Counsel. All contracts shall also be signed by the Town Accountant who attests that there are funds appropriated for the contract. This shall occur before the Selectmen sign the contract.

Department heads shall be responsible for turning in cash receipts to the Town Treasurer every week or more often if the receipts total \$100 or more.

Terry L. Proctor
TERRY L. PROCTOR
EXECUTIVE SECRETARY

This policy was adopted by the Board of Selectmen on July 7, 1988.