

Town of Douglas

Warrant Process

Payroll:

All payroll vouchers must contain an original signature of either the department head or a majority of the department's oversight Board/Committee.

If a department does not have an oversight Board/Committee, the Executive Secretary or the Board of Selectmen of the Town shall have signatory authority to ensure the Town faces no potential liability due to delayed payroll payments.

If an original signature is unobtainable, payroll warrants will be processed but not released until said original signatures are received.

Expenses:

All expense vouchers must contain an original signature of either the department head or a majority of the department's oversight Board/Committee. Vouchers without appropriate signatures will be returned with a memo stating the reason for its return.

Approved: August 17, 2004