



TOWN OF MEDFIELD

Office of the **BOARD OF SELECTMEN**

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Board of Selectmen

Michael T. Marcucci, Chair

Gustave H. Murby, Clerk

Osler L. Peterson, Member

Kristine Trierweiler

Town Administrator

Nicholas Milano

Assistant Town Administrator

Vendor Warrant and Payroll Warrant Policy

Purpose:

Establish the Board of Selectmen's protocol for approval of the Town's weekly vendor warrants and biweekly payroll warrants.

Warrant Approval Process

The Board of Selectmen shall physically sign vendor and payroll warrants on weeks when an in-person Board of Selectmen meeting takes place. The Town Accountant shall deliver the warrants to the Town Administrator's office each Tuesday for the Board of Selectmen's signature.

For weeks without an in-person Board of Selectmen meeting, or if the Board of Selectmen meet any day other than Tuesday, the Board of Selectmen shall electronically sign vendor and payroll warrants. After receipt from the Town Accountant, the Town Administrator shall distribute the vendor and payroll warrants to the Board of Selectmen for electronic signature. At the next in-person Board of Selectmen meeting, the Board of Selectmen shall physically sign any vendor and payroll warrants previously approved electronically.