

TOWN OF HOLLISTON FINANCIAL PROCEDURES

Purchasing/Reimbursement Procedures

Purpose

The purpose of the Purchasing/Reimbursement Procedure is to establish policy and procedures for all purchasing for the Town of Holliston that is less than \$10,000 and not covered under Procurement.

Policy

All attempts should be made to keep reimbursements to a minimum and use vendor purchase procedures whenever possible.

Vendor Purchases

Whenever possible all purchases should be made directly from a vendor. The vendor should provide the department with a detailed invoice. No sales tax should be charged on the invoice. If it is a new vendor, a W-9 will be required in order to set them up as a vendor. All attempts should be made to establish a new vendor. No employee or committee member should be paying vendors directly from their personal funds. All bills should be submitted directly to the accountant's office in a timely manner for payment via the warrant process.

Non Vendor Purchases

Online or non-vendor purchasing/charges shall be made using the Town of Holliston debit card. The non-vendor purchasing form must be completed prior to any purchases. Upon completion of the purchase the debit card and receipt must be returned to the Town Accountant or the Town Treasurer in the absence of the Town Accountant.

Products/materials purchased with the debit card shall be delivered to your place of employment. No products/materials shall be shipped to an employee residence.

Sales tax incurred while placing an online order will be the responsibility of the employee placing the order and the tax must be paid in cash to the Town Treasurer when the receipt and debit card are returned.

Amazon Purchases

The Town has established an Amazon business account that is directly linked to our debit card and is exempt from sales tax. Please complete the non-vendor purchasing form. Upon receipt of the form you will receive the username and password from the Town Treasurer. The following restrictions apply to the use of the amazon account.

1. Do not sign up for free two (2) day shipping.
2. Do not sign up for Amazon Prime.
3. Every effort should be made to purchase items sold and fulfilled by Amazon. Items purchased from Amazon are tax exempt. Items purchased from other vendors have sales tax associated with the purchase.

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Sales tax incurred while placing an online order will be the responsibility of the employee placing the order and the tax must be paid in cash to the Town Treasurer when the receipt and username and password are returned.

Employee Reimbursements

In the event that you have to use your own personal credit/debit card or check you will be required to submit to the Town Accountant the following documentation before you get reimbursed.

1. For all credit/debit card purchases that show the last four digits of your card on the receipt a copy of your card showing your name and just the last four digits of your card are required. Please redact all other information on your card.
2. For credit/debit card purchases that do not show the last four digits of your card a copy of your statement showing your name and the charge. Again, all other information should be redacted.
3. If a personal check is used, a copy of the cashed check is required.
4. Cash purchases will not be reimbursed.

All reimbursements will be made via your paycheck if applicable. Reimbursements shall be submitted to the Town Accountant for reimbursement within a month of the expense being incurred or upon completion of a course. Reimbursements submitted after a month will become a taxable reimbursement.

Mileage Reimbursements

In order to be reimbursed for mileage, you must submit the following documentation.

1. Conferences/meetings – A copy of the conference registration or meeting agenda must be submitted along with a copy of Mapquest to confirm the mileage being submitted. If tolls are incurred, a copy of the toll receipt or printout from personal EZ-pass account must be submitted as well.
2. Inspections – The mileage log must be completed and submitted with your reimbursement request.
3. Reimbursement will be for the shortest distance to the conference/meeting. (Example: Going to the conference from home: Blackstone to Amherst-20 miles, Holliston to Amherst-30 miles, employee will be reimbursed 20 miles unless employee can prove they attended work first)
4. Mileage will be reimbursed at the IRS rate in effect at the time of travel.

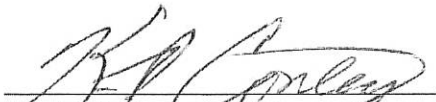
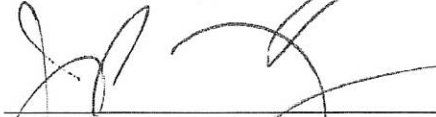
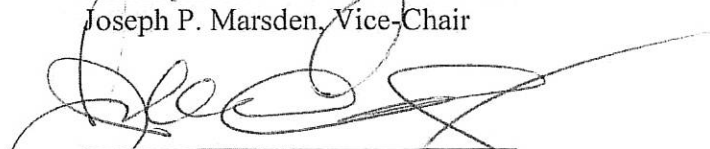
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EZ-Pass

The Police Department, Fire Department and DPW-Water Departments have accounts established with EZ-pass for their vehicles. No EZ-Pass that has been issued from these accounts are allowed to be used for personal use.

Holliston Board of Selectmen


Kevin P. Conley, Chair
Joseph P. Marsden, Vice-Chair
John D. Leary, Jr., Clerk

Dated: 4-3-17

Originally Approved: 6/10/2015

Revision Approved: 4-3-17

**TOWN OF HOLLISTON
NON-VENDOR PURCHASING FORM**

Item(s) to be purchased: _____

Vendor Name: _____

Approximate Amount of Purchase: \$ _____

Account Number to be Charged: _____

Department Head Signature: _____ Date: _____

Town Treasurer Signature: _____ Date: _____

Town Accountant Signature: _____ Date: _____

School Business Manager: _____ Date: _____

I acknowledge receipt that I have been presented with the Town of Holliston's debit card to purchase the above item(s) and I will keep this card in my possession at all times and not give this card to any other person(s). Illegal use of this card could result in termination of employment.

Debit card given to: _____ Employee Signature _____

Date: _____ Time: _____

Debit card returned on: _____ Time: _____

Receiving Employee Signature: _____

Please return the debit card and receipt for purchases to the Town Accountant immediately or to the Town Treasurer in the absence of the Town Accountant.

Town of Holliston Mileage Log

Call #	Resident	Address	Date	Time	Starting Odometer	Ending Odometer	Total Mileage
1	Town of Holliston	703 Washington Street	4/2/2015	11:15	73,000	73,010	10
2							0
3							0
4							0
5							0
6							0
7							0
8							0
9							0
10							0
11							0
12							0
13							0
14							0
15							0
16							0
17							0
18							0
19							0
20							0
21							0
22							0
23							0
24							0
25							0
26							0
27							0
28							0
29							0
30							0
31							0
32							0
33							0
34							0
35							0
36							0
37							0
38							0