Invoice Preparation

The following are some basic rules for submitting invoices to ensure efficiency in processing:

1. Invoices to be paid on a Payables Warrant are due at 3:00PM on the Wednesday prior to the Monday Warrant date. Invoices received by the Accounting office after this time will be paid on the following Payables Warrant. On weeks with holidays or other scheduling issues, payables will be due by the deadline stated in the exception notice. There is no time extension.
2. A voucher slip should be attached to each invoice, and the voucher must be signed by the approved authority and **must** contain the following verbiage.

   *I certify that the goods/services were received/rendered as set forth in the attached documentation in accord with **MGL Ch 41 Sec 56**. Further I certify that the goods/services were procured in compliance with the provisions of **MGL 30B or any other applicable procurement provisions.***

   If your department's practice is to use a sticker that includes the vendor#, amount and account number, you must submit a **Schedule of Bills Payable** along with your bills which lists all invoices submitted AND contains the necessary signatures and verbiage.

3. The information that is to be filled in on the voucher includes the Vendor Name; Vendor#; Date submitted; Amount of the payment; Account Number(s) and Authorized Signature(s). If any of this information is missing, the voucher may be returned to the department for correction and re-submission. Blank vouchers are readily available at the Town Accountant's office. A digital copy, in Word format, can be emailed to you upon request.
4. Each invoice must be submitted with <u>all</u> pages included. No partial invoices can be processed. Invoices must be **legible** and include the **issue date** and a **description** of the goods &/or services received.
5. Invoices should be prepared as follows for submission:
   a. Vouchers should be made out for the current amount due. If you are also paying past amounts due, a copy of the relative prior invoice must also be attached.
   b. We cannot process a payment from a Statement. We must have an invoice which shows the purchase date, item description and cost of the item(s) purchased.
   c. <u>PLEASE prep your invoice by doing the following</u>:
      i. Staple your completed voucher to the upper left corner of the entire original invoice (all pages). If you have a sticker, do not cover any important data (dates, amounts, descriptions), and don't put the sticker on the remittance stub. Please note that all items stapled are retained as the Town's documentation, while any items clipped to the invoice and voucher are mailed to the vendor with the remittance check.
      ii. The Treasurer's office keeps the original invoice. If you need to remit a copy with the payment, make a copy, fold it in thirds for mailing, and paper clip it to the back of the invoice. The checks sent out will contain the invoice# and item description. Do not make and attach copies of invoices unless the vendor requests you do so or if payment needs extraordinary explanation. Unnecessary copies take additional time to process as the copies are discarded.
      iii. Please fill in the payment amount on any remittance stub provided. Tear it off the main invoice and paperclip it to the back of the invoice & voucher you are submitting so it can be mailed out with the check.

iv. If you have a multiple page invoice, please staple it together with your voucher at the top left.

v. Several invoices, for the same vendor, can be listed on a single voucher.

vi. Rule of thumb – one invoice, one payable voucher. Multiple account numbers for the same invoice should be included on one voucher. Do not submit additional copies of invoices to charge them to different account numbers. This creates an input problem.

vii. There is no need to submit remittance envelopes with your invoices. Please recycle them. The Treasurer's office uses pre-stamped, window envelopes to mail out payments. Only clip an envelope to the back of the invoice on the rare occasion when you have pre-addressed and stamped the envelope.

viii. If you would like the Treasurer's office to hold a payment, check for you to pick-up (perhaps you need to hand deliver or send the check with additional documentation), you may do so. First, clearly write, at the bottom of your voucher, "Hold For Pick-up by _____", then highlight it. Second, make a photocopy of the voucher and take it to the Tax Collector's office where you will post it in the area with the other check holds. This copy informs the person processing checks that yours should be held out from mailing.

<u>The following tips may assist you in preparing invoices for payment:</u>

a. **Statements vs. Invoices** - We cannot process payment on a vendor statement. We must have the invoice which shows the item or service purchased as well as a date.

b. **Past Due Amounts** - We cannot process past due amounts on an invoice without the invoice for the associated time period being attached.

c. **Item Description -** The invoice must state the items(s) being purchased. If only an item number is printed on the invoice, please write a brief description of what was purchased. If the item description is hard to read, please write a note to clarify.

d. **Signatures -** Each voucher must have an original signature(s) of the department head, or other authorized signatory. **Vouchers with insufficient signatures will be returned.** If you are using a Payment Schedule, which lists voucher amounts, the signatures need to be on the schedule instead.

e. **Account Numbers -** All invoices submitted for payment must include the <u>complete</u> and correct account number. Vouchers without correct account numbers will be returned.

f. **Copies -** A copy of the bill is not required if the invoice being paid has an invoice number assigned by the vendor, as we will print this number on the check stub. If an invoice number is <u>not</u> assigned by the vendor you must supply us with a copy of the bill so that we may include it with the payment. Invoices with remittance portions (i.e. Mass Electric, Quill, Verizon) should be submitted with the remittance portion filled in, separated, and clipped to the back.

g. **Reimbursements -** Requests for reimbursal of expenses must be accompanied by original receipts.

h. **Sales Tax - We cannot reimburse sales tax paid.** The Town is tax-exempt. Please supply a copy of the Tax Exemption Certificate to vendors when making purchases for the Town. Copies are available upon request. A copy of the Sales Tax Exemption policy is available from this office.

i. **Vendor Numbers –** If you need a vendor number established please submit a **W-9 completed by the vendor** along with your first invoice from the company/vendor. We will then set-up the vendor and inform you of the new number assigned by the system. We recommend that you contact our office to request a search for an existing vendor number (perhaps established by another department) before requesting that a new vendor be set-up. Remember, if you search the system yourself, it is best to search by name since there are multiple vendor numbers for some companies (i.e.Verizon, Home Depot). The NAME field can effectively search portions of vendor names (i.e. for W.B.Mason search 'Mason'). If you do not have direct system access, the accounting office can perform a vendor search and provide you with the information.

If you are in need of a form or have a situation that is not addressed above you are encouraged to call or email the accounting office to ask for assistance.

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