

How to Submit Bills for Payment - the quick and dirty version

Put the account #(s) on each invoice. (But NOT on the remittance section). If there are multiple account #s, show each with the amount to be charged to each account.

On the cover sheet, list each payment showing the vendor name and amount to pay.

On the top of the cover sheet, in the appropriate section, write out the total amount in words - like you do on checks.

The authorized signer (department head or designee) should review the cover sheet and individual bills submitted for validity and accuracy, then sign the cover sheet.

Give to Town Accountant by 3PM on Wednesday for payment on the following Thursday.

Definitions

“**Invoice**” is the bill or other document authorizing payment.

“**Cover sheet**” is the Town of Montague Schedule of Departmental Bills Payable.

“**Vendor**” is the person or company being paid.

“**Remittance**” is the portion or copy of the invoice that gets sent back with the check.

IMPORTANT STUFF

1 Payments should be made from **original invoices**, not copies or statements. Payment from
statements is only allowed if the statement includes both invoice number and description of
goods/services.

2 Every invoice submitted for payment should be listed on an approved cover sheet. I do not
process payments that submitted without a cover sheet.

3 **Each invoice** must be listed separately. This means that if you're paying from a Staples monthly
statement with multiple invoices, EACH invoice amount must go on the cover sheet.

4 All **necessary information** should be placed on the ORIGINAL invoice (not the remittance
copy) - this includes the account # and notes if the payment should be held for the vendor or
entered as a non-check transaction.

5 If the bill shows a previous balance, check to see if it's been paid. If not, don't include the
previous balance in the amount to be paid. If it wasn't paid, you need to get the earlier invoice -
I can't pay a previous balance without documentation.

6 Account numbers should be on the top page of a multiple page invoice. It's nice if you also
write the total on the top page.

7 The account number(s) to be charged should be completely written out (xxx-x-xxx-xxxx) on
each invoice or payment request form (if used).

8 Please DON'T paper-clip multiple invoices together.

9 If there is a remittance copy, paper-clip it BEHIND the original bill. Don't put it on top, and
don't leave it lying around loose.

10 I have to keep the original invoice. If a copy needs to be sent, make the copy and paperclip it
behind the original.

11 **Don't put the account number and/or signature on the remittance portion.**

12 If important information (customer account numbers, vendor name) is ONLY shown on the
remittance portion, make a copy of the bill and submit it with the original. Since this
information needs to be retained, if you do not provide one, there will be no remittance section
available to go with the check.

13 If you are reimbursing an employee, please write "Pay to" followed by the employee's name
clearly on the invoice.

14 If you are reimbursing Petty Cash, please write "Pay to Petty Cash" clearly on the invoice.

15 The Accounts Payable system provides 30 spaces for a **description** of each purchase for per
line item. If the "description" on the invoice is an alph-numeric series, or seriously abbreviated
(real life examples: 12MP-8MP, AR CD25300, 8000-03204 NA 5 GAL, 3/8 L/W 316 S/S),
please legibly write a BRIEF description of the purchase on the invoice. If there's a specific
item you want me to use as the description, please note it on the invoice. This is the description
that will show on a detailed expenditure report. It slows me down and makes me crankier to
have to search out your cover sheet to see if you've shown a description on it; I want to be able
to see it on the invoice itself.

16 Invoices are joined with a two-hole punch/fastener on the left side. If the invoice is not at least 3 ¾ inches high (as you are reading it), you need to use a Payment Request Form. If it meets the height requirement, but is very narrow (a sales register tape, for instance), you need to use a Payment Request Form. At the same time, there is no need to attach a 5" x 8" invoice to an 8.5" x 11" sheet of paper.

17 Invoices that are wider than 8 ½ inches, but less than 11 inches long (as you are reading it) are turned counter-clockwise 90 degrees so that the ends fit neatly in the folder.

18 If you made a payment using a Town Credit Card, fill out the CC Form, attach the invoice, and give to Eileen for processing.

19 If you receive a credit on a Town Credit Card, fill out the CC Credit Form, attach the credit documentation, and give to Eileen for processing.

20 **Payment Request Form** - a full-sized form for use with small invoices, reimbursements to employees and similar items. It provides space for amounts, account numbers(s), descriptions, and authorization signatures. A similar form is used for Town Credit Card payments.

21 You can use **tape** to attach a receipt to a Payment Request Form, but **ONLY** if you don't cover any print with the tape. The area under the tape will shortly fade into oblivion.

22 You can put more than one receipt on a Payment Request Form, provided the vendor is the same, and both fit without covering information or turning them sideways or upside down.

23 Please don't change the format/font/# of rows/formula of the **Cover Sheet** without my approval. There's a reason for this consistency. If you have too many bills for a single cover sheet, make two.

24 I only use the **cover sheet** as a list of vendors, amounts, and authorization to pay. I do NOT use it to enter information, so putting account #s, "hold for so and so", "no check", addresses, or descriptions on the cover sheet is unnecessary, but I've made the space available to use as you wish.

25 It's helpful (both to me and the environment) to use as little paper as possible. If you're using multiple cover sheets each week because you like to file expenses separately, please put everything on one coversheet and make multiple copies for yourself. That will at least save paper in my office.

26 If you receive notice of a new remittance address, please pass it along to me.

27 **Wire coated paper clips will be vigorously returned to an orifice of my choice.**

Miscellaneous

Staples: If you're paying from the register tape, use the Payment Request Form. If you're paying from the statement, each invoice is treated separately so we can track individual invoices. This means you need to show each invoice separately on the cover sheet and assign account #s on each page.

Aubuchon Hardware: Submit the register tapes on the Payment Request Form. If you wait until you have the statement and pay from that, I only need page 1 (with the remittance section) paper-clipped behind the final Payment Request Form. You can keep the rest of the statement pages for your records.

Town Sewer Bills: make a copy (because all information is not on the section I keep), staple the original to the copy, and write the account # on the bottom of the copy page. (There's an overwhelming tendency for people to write the account # on the bottom section of the bill, which is the remittance copy.)

Food City: Submit register tapes on the Payment Request Form. If you wait until the statement arrives, you can paper-clip it to the last Payment Request Form and I will send the remittance section with the payment.

PO Box Rental: Make a photo copy for the invoice as the original envelope is sent with payment. (Note: This is a rare exception to the "I keep all originals".)

Employee/Volunteer Reimbursements: When the invoice is a register tape, Use the Payment Request Form. When it's a full-size document, submit the document and clearly write: "Pay To" followed by the legible name of the employee.)

Refunds: In general, use the Voucher form for refunds of payments received by the town. Note that the refund will be made to a revenue account number : ###-4-###-4###.

Employee Travel Reimbursements: My strong preference is that these be submitted by month or quarter (rather than, say 7/14-9/8) so I can use the month/quarter as the invoice number. The mileage reimbursement is only calculated on the total miles, and that formula should be changed annually when I notify everyone of the new IRS reimbursement rate. Also, be aware of the Travel Policy and reimbursement maximums.

Commonly Paid Individuals/Referees: Please be consistent in the use of first names/nicknames. Vendor names show up either numerically or alphabetically. If I set someone up as Michael, and on the next invoice his name is Mike, it makes it hard for me to find the right vendor number. (And even harder when Dennis goes by Jake)

**Niceties - no penalties for non-compliance (although I'll still
grumble to myself)**

- 1 Please don't bother providing envelopes smaller than a standard business envelopes.
If the bill/statement comes with pages that have nothing to do with what is being paid, please
 - 2 discard them. If you're unsure - ask.
 - 3 I only need one envelope per vendor - recycle the rest.
 - 4 Do not tear off the remittance copy. It just makes one more thing to keep track of.
If the bill has a remittance section that can be returned with the check, do not send an additional
 - 5 copy.
 - 6 If the remittance section/copy has a place for the amount paid, fill it in.
If possible, please write the account number so that it's in the bottom/middle of the invoice
 - 7 (NOT REMITTANCE SECTION) as it is stored.
- 8 If you're providing the envelope, please place it BEHIND the invoice and secure with a paper
clip. Please do not put the envelope flap over the invoice, or the envelope on top of the invoice.

Town of Montague

SCHEDULE OF DEPARTMENTAL BILLS PAYABLE

To the Accounting Officer:

The following-named bills of the Various Departments, amounting in the aggregate to one hundred seven thousand, one hundred fourteen and 62/100 dollars have been approved by the Town Accountant, and you are requested to place them on a warrant for payment.

I also hereby certify that all applicable bid/procurement requirements have been met in accordance with Massachusetts General Laws.

"Title of person signing"

Date _____

PAY TO			AMOUNT
Staples	checks	001-5-135-5420	459.82
Hampshire County Group Insurance Trust		Multiple	106,250.00
Home Depot	8/22/2017	184-5234	155.85
UniFirst Corporation	184654642	5278-422	202.27
		001-2-191	32.00
WBMason			14.68
		Totals	107,114.62

PAYMENT REQUEST FORM

Attach register tape or other proof of purchase - staple or tape, but do not tape over any printing

Approvals:

Signature of person being reimbursed, if applicable

Approval signature

Charge to:

<u>Amount</u>	<u>Account#</u>	<u>Purchase description</u>
7.75	001-5-155-5580	MilesTek return Post

7.75 Total

Pay to:	Carolyn Olsen	Inv#	8/30/17PO
		Total	7.75

**TOWN CREDIT CARD
PAYMENT REQUEST FORM**

Attach register tape or other proof of purchase - staple or tape, but do not tape over any printing

Approvals:

Signature of Card Holder

Signature of Department Head or designee

Charge to:

<u>Amount</u>	<u>Account#</u>	<u>Purchase description</u>
99.99	001-5-135-5420-000	chair for Accountant

99.99 Total

Pay to:	Montague CC Acct	Inv#	1828640
Vendor #	4065	Total	99.99

**TOWN CREDIT CARD
CREDIT VOUCHER FORM
FOR RETURNED ITEMS**

Attach register tape or other proof of purchase - staple or tape, but do not tape over any printing

Approvals:

Signature of Card Holder

Signature of Department Head or designee

Charge to:

<u>Amount</u>	<u>Account#</u>	<u>Purchase description</u>
-99.99	001-5-135-	chair for Accountant

-99.99 Total

Vendor # **4065**

Inv# **1828640**

