

MEMORANDUM

To: Monkton Town Treasurer
From: Monkton Town Selectboard
RE: Orders Drawn on the Town Treasurer

In accordance with 24 V.S.A. § 1623, the Town of Monkton Selectboard hereby establishes the following policy governing the drawing of orders to pay claims against the Town of Monkton.

Orders will be prepared in accordance with all applicable state statutes and shall be drawn in accordance with one of the three methods described below, at the discretion of the Selectboard.

FIRST: Orders will be signed by a majority of the Selectboard members; or

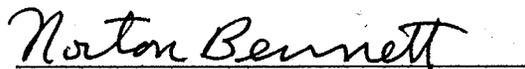
SECOND: Orders may be signed by one or more authorized Selectboard members. The Selectboard will submit to the Town Treasurer a certified copy of those portions of the Selectboard minutes, properly signed by the clerk and chair or by a majority of the Selectboard, authorizing specified, individual Selectboard members to sign orders on behalf of the Selectboard. Orders shall state definitely the purpose for which they are drawn and shall serve as full authority to the treasurer to make the payments. The Selectboard shall be provided with a record of orders drawn under this provision whenever orders are signed by less than a majority of the Selectboard. 24 V.S.A. § 1623(1); or

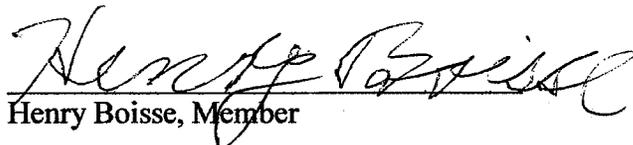
THIRD: The Selectboard will submit to the Town Treasurer a certified copy of those portions of the Selectboard minutes, properly signed by the clerk and chair or by a majority of the Selectboard, showing to whom, and for what purpose each payment is to be made by the Treasurer. The certified copy of the minutes shall serve as full authority to the Treasurer to make the approved payments. 24 V.S.A. § 1623(2).

This policy shall become effective upon the date shown below.

Signed this 12 day of April, 2004:


John Phillips, Chairman


Norton Bennett, Member


Henry Boisse, Member