



# TOWN OF BLACKSTONE

## Out of Pocket Purchase & Expense Reimbursement Policy

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### 1. PURPOSE AND SCOPE

The purpose of this policy is to establish policies and procedures for the effective handling and efficient timely payments of obligations of the Town to the employees for personal expenses incurred in order to efficiently fulfill one's responsibilities on behalf of the Town.

### 2. APPLICABILITY

All Town of Blackstone elected, or appointed board and committee members and all Town of Blackstone elected, or appointed employees are subject to the provisions of this policy.

### 3. POLICY

If an employee must make out of pocket expenses on behalf of the Town, the employee is required to submit an Out of Pocket Purchase Authorization Form. This form must be filled out in its entirety and approved by the Department Head, Town Accountant, and Town Administrator. When an employee on behalf of the Town has out of pocket expenses that are reimbursable by the Town, the employee shall submit an Employee Reimbursement Voucher. The voucher shall be approved and signed by the Department Head or the majority of the Board Members or Commissioners of said employee and turned over along with the **original** receipt and previously approved Out of Pocket Purchase Authorization Form to the Town Accountant's Office. Employee out of pocket expenses should be limited to occasions when absolutely necessary. The employee **MUST** provide proper documentation by email or written form showing the expense could not be paid directly to the vendor from the Town through the regular warrant process.

### 4. PROCEDURES

- Employee fills out the Out of Pocket Purchase Authorization Form and submits the form to the Department Head to be approved by the Department Head, Town Accountant, and Town Administrator
  - Sufficient backup documentation must be included to be approved – (website printout).
- Employees submit the original and itemized receipt to Department Head along with the Employee Reimbursement Voucher.
- The Department Head takes responsibility of deeming the expense necessary and work related.
- The Department Head determines the proper expense account to debit.
- Employee Reimbursement Vouchers are to be submitted to the accounting office by 12 noon on Wednesday along with all other departmental bills payable in order for reimbursement to be made for the following period.
- Employee Reimbursement Requests should be submitted within 30 days of the expense.



# Town of Blackstone

## Out of Pocket Purchase Authorization Form

Request Date: \_\_\_\_\_

Employee Name: \_\_\_\_\_

Employee Vendor #: \_\_\_\_\_

**I request to make a purchase out of pocket for the following products/services:**

Company Name (where purchase is to be made): \_\_\_\_\_

Company Address: \_\_\_\_\_

City/Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Item to be Purchased	Item Description	Quantity	Unit Price	Total

**Total Amount of Request:** \_\_\_\_\_

**Explanation of why vendor can not be paid directly by the Town (supporting documents must be included):**

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**Employee Signature:**

**Department Head Signature:**

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Approved ___	Denied ___
Chad Lovett	Date
Town Administrator	

Approved ___	Denied ___
Lauren Taylor	Date
Town Accountant	