



Information on Estimates, Contracts, and Invoices Budget & Finance Committee Meeting

Friday, June 7, 2024

This handout documents the process by which estimates, contracts, and invoices should be addressed.

1. All securing of services (request for estimates, contract requests, etc.) should be handled by Town Staff and addressed to the Town of Irvington.
2. The Town Council should approve the scope of work to be contracted prior to requesting services, etc. As a part of initial effort, the line item to which invoices should be charged will be identified.
3. When the estimate is accepted or the contract approved for signature, there should be a second motion to appropriate funding, noting the line item in the budget to which invoices will be charged.
4. Service providers will be notified they should submit invoices to the Town Clerk and that invoices will be paid within 30 days of receipt, assuming it is received prior to the first Friday of the month.
5. When the Town Clerk receives an invoice, they will email to the Committee Chair, if appropriate, to confirm the work was completed to their satisfaction and the invoice may be paid. (This should be done via Town email to assist with record keeping.)