

Town of Colrain Electronic Invoice Policy

Increasingly, vendors are switching to electronic invoices in order to “go green”. The following are guidelines that will be followed for payment of electronic invoice submissions by department heads/boards and committees:

- If the invoice is in the form of an email, please print the entire correspondence, including any attachments and submit as a whole. The auditors will look at the URL (universal resource locator) on the top or bottom of the document to verify authenticity.
- If it is a PDF (portable document format) document, please submit that along with the announcement email (such as “your invoice is ready and can be accessed from this link”)
- Invoices must still be in the proper format (listing name, address and phone of the vendor, date of service or purchase, amount for each service/purchase less sales tax).

If you have any questions, please contact the Town Accountant.

Approved by the Colrain Selectboard on 12/17/12