

TRANSFER STATION PAYMENT POLICY

TOWN OF ALSTEAD

1. Background

The Town's auditors advise against Transfer Station Attendants accepting cash payments.

2. Purpose

The Alstead Transfer Station Payment Policy is designed to:

- a. Adhere to *best practices* as advised by the Town's auditors.
- b. Provide a uniform procedure for accepting payments for Transfer Station fees.
- c. Promote public confidence in the payment process

3. Policy

Transfer Station Attendants may **NOT accept cash** for disposal fees.

4. Exceptions

The Select Board is aware that upon occasion a resident may toss cash on the desk while the attendant is assisting another patron. In this event, attach the payment to the invoice and leave in a secure location for the department head to deliver to the municipal offices.

5. Process

The following options are available for payment for fees due:

- a. Checks made out to the Town of Alstead are acceptable.
- b. Credit Card payments are acceptable.

Alstead Select Board



Mary Ann Wolf, Chair



Joseph Levesque, Vice Chair



Joel McCarty

May 18, 2021