

TOWN OF RANDOLPH
41 SOUTH MAIN STREET
RANDOLPH, MASSACHUSETTS 02368



JANINE SMITH
FINANCE DIRECTOR/TOWN ACCOUNTANT



Helpful Hints

As the invoice processing office for the Town of Randolph, we have worked with many vendors and prepared this short list of helpful hints for you to follow. The Town is governed by many financial statutes that dictate how we conduct business and it can be quite different than dealing with a private company in terms of receiving payment for your goods or services. This document is intended to help you understand our procedures so that you may know what to expect and when to expect it.

- ✓ Complete a W9 form and attach it to the initial payment request - no vendor is paid without the Accounting office having a completed W9 on file.
- ✓ Submit detailed invoices so that it is clear what services or goods were provided and when
- ✓ All documents submitted need to be **ORIGINALS**. The Town does not process payment on photocopies or faxes.
- ✓ The Town **does not prepay** for ANY goods/services.

The payment process is quite simple if the above steps are followed. The Town prepares a weekly vendor warrant. The Cultural Council will prepare the invoices for payment and submit them to the Accounting office. If all is in order, a check will be mailed to the vendor within a two week period.

If you have any questions regarding the Town's payment policies, please contact the Town Accountant's office at (781) 961-0903.

Thank you,
Janine Smith
Finance Director/Town Accountant