

**TOWN OF LEYDEN
TOWN AMAZON/STAPLES USAGE
ADMINISTRATIVE POLICY**

The Town of Leyden has accounts with a limited credit line. The intention of these accounts is to minimize or eliminate the use of personal credit cards for town purchases. The accounts are to be used for town business only and is intended to be used for departmental expenses that cannot otherwise be paid by traditional town allowed payment methods, i.e., Invoices and POs directly from the department. Authorized employees only may use these accounts. In an *emergency*, a department head may, with the approval in writing of the Town Coordinator, directly purchase any supplies or contractual services essential to the health and safety of persons or property. If the urgency of the situation makes it impossible to contact the Town Coordinator, the purchase may be made and approval requested as soon as possible.

Charging something without prior approval will result in a loss of privilege.

**THIS FORM WILL SERVE AS THE PAYMENT VOUCHER. DO NOT SUBMIT ANOTHER
VOUCHER FOR PAYMENT TO THE ACCOUNTING OFFICE.**

**USAGE PRE-AUTHORIZATION
REQUEST**

Date of Request: _____

Department: _____

Name of Purchaser: _____

Amount of Charge: _____

Reason for request: _____

Description of items to be purchased: _____

Vendor Name: _____

Budget Account to be Charged: _____

Dept. Head Signature / Date: _____

FOR OFFICE USE ONLY:

Pre-Authorization / Date	Paid – Warrant # DATE:

Department accounts will be charged directly by the Town Coordinator/Accountant's office when the statement is received and processed. A copy of the warrant processing the charge will be supplied to the Department for their record.