



Quaker Springs Fire District #1
107 Blodgett Road
PO Box 67
Schuylerville, NY 12871
518-584-3349

Treasurer Authorization to Pay Bills policy:

The Board of Fire Commissioners authorizes the District Treasurer to pay vouchers as they are received (prior to commissioner approval) for the following:

- Fixed salaries (example: janitorial and lawn mowing)
- Bond principle and interest payments
- Payments owed by contracts that exceed one year (example: CPA)
- Public utility services (example: Verizon, Spectrum, National Grid, Casella, propane)
- Saratoga County sewer tax
- Postage.

Miscellaneous vouchers can be paid (prior to monthly meeting review) if the following procedure is followed:

- The treasurer scans the invoice and emails a copy to each commissioner
- Each commissioner reviews the invoice and if appropriate sends an email back to the treasurer stating "okay to pay"
- If the treasurer receives "okay to pay" emails from the majority of the commissioners, the invoice can be paid
- The treasurer attaches the "okay to pay" emails to the voucher

This procedure was approved by the Office of the State Comptroller.