

**CONTRACT, CLAIM AND PAYMENT POLICY  
OF THE  
TOWN OF NORTH HEMPSTEAD  
BUSINESS AND TOURISM DEVELOPMENT CORPORATION**

December 5, 2013

**I. Policy Statement**

It is the policy of The Town of North Hempstead Business and Tourism Development Corporation (the "Corporation") to take all reasonable efforts to assure that payments made by the Corporation are properly made and pursuant to legitimate claims made against the Corporation. This policy is to be applied in conjunction with all other policies and procedures of the Corporation. In the event that this policy conflicts with the any other policy or procedure of the Corporation, this policy shall control.

**II. Contract Procedures**

1. All professional services rendered to the Corporation by any vendor shall be rendered subject to a written contract approved by Counsel to the Corporation.
2. The form of such contract shall be approved by Counsel to the Corporation and executed by the vendor prior to such contract's approval by the Board of the Corporation.
3. Unless authorized by the Board of the Corporation, no services shall be rendered by a vendor prior to the execution of a contract by the Corporation. No member or employee of the Corporation shall execute a contract prior to such contract's approval by the Board of the Corporation.
4. Any contract of the Corporation may be executed by the Executive Director or Chair of the Corporation, except as determined otherwise by the Board of the Corporation.

**III. Pre-requisites to Payment**

1. All payments made by the Corporation for professional services shall be made pursuant to a duly-executed contract entered into by and between the Corporation and the vendor that has been approved by the Board of the Corporation.
2. All payments made by the Corporation for merchandise and other goods shall be made only after all applicable procurement procedures have been adhered to and the acquisition of such goods and merchandise has been approved by the Board of the Corporation.
3. All payments made by the Corporation for event or organization sponsorships, license fees and other payments not subject to procurement requirements shall be made only after

the payment of such sponsorships, fees and payments have been approved by the Board of the Corporation

4. Notwithstanding any of the above, nothing in this Policy shall be construed as requiring that each individual payment made by the Corporation with regard to the conduct of an event be specifically approved by the Board of the Corporation so long as the Executive Director has been authorized by the Board of the Corporation to conduct the event and expend funds of the Corporation in furtherance of such event.

#### **IV. Payment Procedures**

1. Any vendor seeking payment from the Corporation for goods or services provided to the Corporation must submit an acceptable invoice to the Corporation, which will be processed by the Treasurer. In addition to such invoice, such vendor will sign and submit a claim form, on the Corporation's standard form approved by counsel to the Corporation.
2. The Executive Director will verify the validity of the invoice and the claim form.
3. The invoice and claim form will then be submitted for review by the Comptroller of the Town of North Hempstead.
4. After review and approval by the Comptroller of the Town of North Hempstead, the invoice and claim form will be submitted to the Chair of the Corporation for review and approval.
5. If approved by the Chair of the Corporation, the invoice and claim shall be paid by the Executive Director.
6. Reimbursements for monies advanced by the Executive Director or other employee of the Corporation must not be reviewed and approved by the Executive Director or such employee. Such reimbursements shall be reviewed and approved by the Treasurer of the Corporation prior to approval by the Comptroller of the Town of North Hempstead and the Chair or the Corporation.