

## **Town of Acton, Maine Acceptance of Payments Policy**

All employees and volunteers who handle cash payments for goods , services, permitting and donations **must** apply to the Treasurer annually to be bonded by the Town's Insurance Policy.

This includes but is not limited to: The Acton Recreation Department, Land Use Department, and Fire/Rescue Department.

It is preferred that all CASH payments be directed to the Tax Collector's office to make said payment and a receipt will be provided to the customer.

Any cash and/or checks accepted by the department shall be remitted to the Treasurer within 5 business days of receipt and should be made payable to: The Town of Acton.

Adopted March 26, 2019



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Edward Walsh



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Elise Miller



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Kimberly Stacey-Horn

**Board of Selectmen**