

Benjamin Cahoon
Mayor

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Mayor Pro Tem

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Interim Town Manager



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M. Renée Cahoon
Commissioner

J. Webb Fuller
Commissioner

Kevin Brinkley
Commissioner

Board of Commissioners Policy

Central Cashier Policy

(Adoption Date: January 5, 2005)

Amended July 1, 2020

The central cashier will accept all payments for the Town of Nags Head including in the form of cash, credit or debit card, check, e-check, or money order. These payments will be deposited daily in accordance with NCGS 159-32. All payments must be accompanied with documentation needed to determine the application of the payment to the correct Town account including but not limited to water or tax bill stub, planning permitting receipt, attorney letter, or other appropriate documentation. Payment will not be accepted without documentation. **Payment in any form will not be accepted by any Town employee other than the central cashier.** No permits are to be issued without receiving the required payment and appropriate documentation to the central cashier. The only exception to this policy is the acceptance of payments by Water Plant Operators may accept payments during the hours the Town is not open for business from water customers whose water service has been discontinued due to non-payment of amounts due.

Violation of this policy may result in disciplinary action up to and including dismissal.