



Robert W. Muller
Mayor

R. Brantley Murray
Mayor Pro Tem

J. Webb Fuller
Town Manager

Town of Nags Head

Post Office Box 99
Nags Head, North Carolina
27959
Telephone 252-441-5508
Fax 252-441-0776
www.townofnagshead.net

Anna D. Sadler
Commissioner

Wayne Gray
Commissioner

Bob Oakes
Commissioner

Board of Commissioners Policy

Central Cashier Policy (Adoption Date: January 5, 2005)

The central cashier will accept all payments for the Town of Nags Head in the form of cash, 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 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.