

**Benjamin Cahoon**  
Mayor

**Michael Siers**  
Mayor Pro Tem

**Greg L. Sparks**  
Interim Town Manager



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**M. Renée Cahoon**  
Commissioner

**J. Webb Fuller**  
Commissioner

**Kevin Brinkley**  
Commissioner

## Board of Commissioners Policy

### **Cashier Policy**

(Adoption Date: January 5, 2005)  
Amended July 1, 2020

The cashier will accept all payments for the Town of Nags Head including 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. No permits are to be issued without receiving the required payment and appropriate documentation to the cashier. 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.