

Finance Department: Accounts Payable

General Policies & Procedures

Before we can make payment on any invoice, proper documentation must be submitted to this office. This may take the form of a purchase order or voucher request. With most invoices for purchase of materials or maintenance in excess of \$250.00, a purchase order is required. Therefore, it will be to most vendors' advantage to have a purchase order number associated with the invoice or invoices when submitting or inquiring about payment.

Checks are printed at least twice monthly (2nd and 4th Friday of the month). *We try to be on a 30 day cycle.*

Some vendors feel that they should be paid on a more frequent basis, and we will do what we can to work with them in occasional special circumstances..

In all instances where vendors send monthly statements, it is our policy to reconcile the statement, pay the invoices we have documentation for and follow up on the others later. This way we are not holding up a month's worth of invoices for lacking paperwork on one or two invoices.

If you have questions/problems receiving timely payment of your invoices, please first check with the person that placed the order to make sure that they have initiated the proper paperwork to get the bill paid.

Then please contact the finance department at (845) 831-7800 extension 3350.

Thank you.