

## Check Process

Checks will be processed twice a month (15<sup>th</sup> and 30<sup>th</sup>).

Bills must be received with a signature, date and code listed on the bill in order to be paid. Failure to have a signature, date, and code on the bill will result in delayed payment and potential for additional fees, including but limited to, late and finance charges. It will be the responsibility of the department paying the bill to compensate for any additional charges they incur due to incompleteness of the process.

Checks will be processed in the same fashion as payroll. All invoices, bills and claim reimbursements must be received no later than 4:30 pm on the 10<sup>th</sup> of each month, to be paid on the 15<sup>th</sup>, and no later than 4:30 pm on the 25<sup>th</sup> of each month, to be paid on the 30<sup>th</sup>.

Emergencies can and do happen. In the event of an emergency, checks will be processed each Friday. Please note, what constitutes an emergency is determined by the Superintendent. Unfortunately, because you believe it is an emergency, does not make it one. As always, please plan ahead.