

SOCIAL SERVICES DEPARTMENT

Financial Services Unit

Office Telephone: (218) 299.5200

Fax: (218) 299.7106

MN Toll Free 1.800.757.3880



TO: Vendors
FROM: Susan Roll, Fiscal Supervisor
DATE: December 16, 2014
RE: 2015 Payment Schedule

Greetings! I hope 2014 has been good to you all. Thank you for making it a great payment processing year!

We will be using the same payment guidelines for 2015. The deadline for turning in vouchers will again be the Thursday before payment is made. (Early-bird vouchers are always appreciated.) Please be sure to send your vouchers directly to Accounting by using suite 102 on your address. For reimbursement purposes, I urge you to keep the billing process current. If there are unavoidable difficulties in meeting these deadlines, please contact our office as soon as possible. Our phone numbers are: Jennifer 291-5870 Joyce 291-5852 Susan 299-7298. WE WILL WORK THROUGH IT TOGETHER.

Table with 2 columns: DEADLINE DATE and PAYMENT DATE/DATE CHECK MAILED. Lists dates from January 15, 2015 to December 16, 2015. Includes an illustration of a green bill with a dollar sign.

Under February 1994 policy, all checks will continue to only be mailed to vendors. Pick-ups will not be allowed.

*****REMINDER*****REMINDER*****REMINDER*****REMINDER*****REMINDER*****

If you have questions, please do not hesitate to contact our office. If you have any questions throughout the months regarding any part of the billing/payment process, please call before payment is made. We will continue to concentrate on working together with vendors so that we may be able to clear up any confusion before an incorrect amount is paid. We look forward to working with you again in 2015! Thank you,

Susan Roll (handwritten signature)