

SOCIAL SERVICES DEPARTMENT

Financial Services Unit

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TO: Vendors
FROM: Susan Roll, Fiscal Supervisor
DATE: December 17, 2019
RE: 2020 Payment Schedule

As we approach the close of another year, you have once again outdone yourself. Thank you to everyone whose extra efforts made 2019 a great payment processing year!

We will again use the NEW payment guidelines for 2020. The deadline for turning in vouchers will be the 10th day (or closest weekday) every month. (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 Krista 291-5852 Susan 299-7298. WE WILL WORK THROUGH IT TOGETHER.

Table with 2 columns: DEADLINE DATE and PAYMENT DATE/DATE CHECK MAILED. Includes a graphic of green money bills on the right side of the table.

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 2020! Thank you,

Susan Roll (handwritten signature)