

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 20, 2016
RE: 2017 Payment Schedule

As we approach the close of another year, you have once again outdone yourself. Thank you to everyone whose extra efforts made 2016 a great payment processing year!

We will be using the same payment guidelines for 2017. 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 Heidi 291-5852 Susan 299-7298. WE WILL WORK THROUGH IT TOGETHER.

Table with 2 columns: DEADLINE DATE and PAYMENT DATE/DATE CHECK MAILED. Includes dates from January 12, 2017 to December 14, 2017. Includes an illustration of a mailbox with an envelope.

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 2017! Thank you,

Susan Roll (handwritten signature)