

October 19, 2015

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## TIMELY PAYMENT PROCEDURE

The district administration must approve or disapprove a bill from a vendor or contractor for goods or services furnished to the school district within 30 days after receipt of such bill or within 30 days after the date on which the goods or services were received, whichever is later. If in the event, the bill or invoice is received after 30 days but within 60 days after receipt of the goods or services were received, the bill or invoice may be considered for payment and presented to the Board of Education for approval.

Any bill or invoice received from a vendor or contractor for goods or services furnished to the school district after 60 days will be disapproved by the administration for payment. Written notice shall be mailed to the vendor or contractor immediately if a bill or invoice is disapproved. Any exceptions to this procedure will require formal board approval.