

COPY

EAST COUNTY FIRE & RESCUE
Policies, Procedures, and Guidelines

SUBJECT: Deadline to Submit Invoices for Processing

PPG NUMBER: 90.6.1

PAGE: 1 of 1

DATE OF ISSUE: 5-15-07

APPROVED BY: 
Board Chair

REVIEWED: _____ BY: _____

POLICY:

To ensure an orderly and accurate means to process invoices for payment, the Board directs the Administrative Staff to operate as follows:

- All invoices for payment must be received by the Administrative Assistant by noon on the Thursday immediately prior to the next Regular Board Meeting.
- After processing, the Transmittals shall be made available to the Auditing Commissioner no later than 12 PM on the Friday immediately prior to the next Regular Board Meeting.

If special situations warrant the payment of an invoice (or invoices) received after the Thursday noon deadline, the Administrative Assistant shall, with the permission of the Fire Chief, or at the Direction of the Board Chair, process such invoice(s).