

VENDOR PAYMENTS

CHF (R)

VENDOR PAYMENTS

Accounts payable checks will be issued as explained in the Business Procedures Manual. The District will issue payment to vendors within 30 days of receipt of item or services are rendered.

CHECK REQUESTS

Purchase orders requesting a check must reach the Business Services Department for issuance at least one week before the check is needed with disbursement instructions. *Example: Send to campus/will pick up check, etc.* The purchase order should include the date the check is needed. *Example: Purchase orders are not accepted by a vendor; therefore, a check request is needed.* Once the purchase is made, the user must provide the department with the original receipt within five (5) business days for clearance.

Vendors will be paid for goods purchased or services rendered by the District after Business Services Office has received an invoice and receiving input has taken place. Vendors will not be pre-paid.

If payment is needed sooner, please make arrangements with the Executive Director for Business Services prior to encumbrance.