

## **Business and Operations**

### **PAYMENT TO CONSULTANT**

**SR 3430.02**

**Purpose:**To ensure proper payment is made to Consultant for goods and/or services rendered.

**Timeline:**Partial payment may be submitted as agreed upon.  
Full/final payment must be submitted upon completion of the Agreement.

The Consultant may request full or partial payment of an Agreement as agreed upon by the County Office of Education.

### **Procedure**

1. Consultant completes requirement of contract and submits a [Claim for Reimbursement](#) to Department director.
2. Department Director verifies that amount of claim is correct, and that the contractor completed services pursuant to the Agreement.
3. Department Director approves for payment and forward the claim to Business Services for processing.

## **MENDOCINO COUNTY OFFICE OF EDUCATION**

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**Date Adopted:** 03/01/2003

**Date Revised:**