

Business and Operations

PAYMENT TO VENDOR

SR 3301.03

Purpose:To ensure proper payment for goods and/or services received.

Timeline:Within thirty (30) working days of receipt of the invoice and/or goods from vendor.

June 30: All goods and/or services must be received by June 30 to be charged against current year expenditures.

To ensure that all payments for goods and/or services are properly made, the timely processing of claims and invoices is imperative. Requesting payment for goods and/or services should be done only after careful examination has been made to ensure compliance with the purchase order or contract specifications. Close attention should be paid to quality, quantity, price and timing, since these factors may be the basis for refusal to pay for all or part of an order.

Business Services will not process payments to vendors if the amount requested exceeds the approved purchase order amount by fifteen percent 15% or more, or \$50(whichever is greater), unless a purchase order revision accompanies the request for payment.

There are times when goods and/or services will be received in part. When this occurs, partial payment should be processed.

PROCEDURE

1. Vendor provides goods and/or services in accordance with purchase order and invoices the County Office.
2. Business Services verifies invoice against packing slip to ensure payment is only for items received. Business Services will notify the department designee of any discrepancies. Designee will contact the vendor.
3. Department administrative secretary or designee approves invoice that is for payment on a purchase order and sends invoice to Business Services.
4. Department administrative secretary approves invoices for routine utility and communication bills.
5. Budget manager or department manager approves all other invoices that do not have an approved purchase order.
6. Business Services process payment and sends warrant to vendor unless otherwise specified.

Note: In the event of an open purchase order or receipt of partial shipments, employee should request a partial payment. See the steps that follow:

1. Receiving department personnel or department staff receiving only a partial shipment of goods and/or services verifies receipt of partial goods and/or services. Business Services verifies invoice against packing slip to ensure payment is made only for items received.

2. Business Services processes the partial payment and mails warrant to vendor unless otherwise specified.

MENDOCINO COUNTY OFFICE OF EDUCATION

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