
Section: 1.23 Payment of Accounts

Effective Date: 06/19/2008

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Approved by: J. Ehret, Fire Chief 06/19/2008

SCOPE:

This policy is intended to eliminate late payments finance charges on specific fire department accounts.

PURPOSE:

Effective and efficient payment of accounts is necessary to eliminate finance charges. We also have a Board adopted Financial policy that indicates we will not release payments until the List of Claims have been approved. However, currently the Board meets monthly which is often after the payment is due. Also, in most applications, our purchases are in the "Budget". In an attempt to meet Board policy and payment obligations this policy is in effect.

PROCEDURE:

1. All payments will follow our establish process.
2. Once we receive a payment request we will immediately begin the payment process.
3. The following are established for early release of payment:
 - VISA
 - Lowe's
 - Payroll PERA & taxes
 - American Linen
 - Board Compensation
 - Nextel/Sprint
 - Pager vendor
4. The items will remain on the list of claim for "post" approval.