

INVOICE PAYMENT PROCEDURE

Any invoice presented for payment must be immediately sent to all board members and the general manager for review (scanned via email).

If after review by all board members, there are no questions or comments by the board members or general manager, and all work has been completed, a “green” sheet is prepared for payment by the County for each vendor. As long as two members of the board have reviewed and signed the “green” sheets, it may go to the County for payment. It is the responsibility of the two board members authorizing the payment to make sure the bill is accurate and will be subject to board approval at the next regularly scheduled meeting under the consent calendar. A copy of the “green” sheets and the accompanying detailed invoice is then placed in the agenda packet for the next meeting.

Outside vendors with a contract for road maintenance must also be approved by the general manager as to completion of work and satisfaction thereof. If additional work needed to be accomplished, the general manager has authority to contract for that work up to an additional ten percent (10%) without prior board approval.

It is then the responsibility of the two board members to review the County financial reports to confirm that the invoice was paid and insure that no duplication of billing occurs. It has been the practice of the County to pay “green” sheets in seven (7) to fourteen (14) days and well within the 30 days on most contracts. By submitting the “green” sheets timely, the district eliminates interest payments on unpaid invoices over 30 days.

The same two board members should not continually review the invoices and “green” sheets.

Save a copy of all “green” sheets and accompanying invoices in a binder for the public and at the end of six months they are to go to storage for a permanent record and audit purposes.

If board members are vendors seeking reimbursement of funds, they must have secured a vendor number through the auditor/controller’s office.