Deadlines for Payment of Bills/
Request for Manual Vendor Checks

Deadlines for Payment

Deadlines for the receipt of vouchers and/or bills in the Accounts Payable section must be established to insure adequate processing time prior to the payment date.

Payments to vendors are processed on a weekly basis. Vouchers and/or bills received by the close of business on Tuesday will be paid on Friday. However, it is strongly suggested that items be submitted on a frequent basis to avoid large quantities which will result in a processing delay.

The exception to the weekly payment is in July when the Finance Department is working with accruals for state reports and audit information for the County's reports. Holidays creating a short week would be another exception at certain times.

Manual Vendor Check

Occasionally it is necessary to write a check to a vendor in a time frame that does not fit the established bill payment schedule. When a manual check is required, the budget holder will complete a copy of Attachment 1. The "Explanation of Manual Check Requirement" must contain all pertinent information. It must be approved by the appropriate Associate Superintendent. The form will be carried to the Director of Finance, Budget office and Purchasing for approval and signature. It will be given to Accounts Payable for processing after the proper procedures have been completed to produce the check in a timely manner.

Prompt Payment of Bills

Section 11-62.10 of the Code of Virginia (quoted below) requires the prompt payment of bills and provides for a service charge if bills are not so paid. Further, the section requires that the business be notified if any problem may cause a delay in the prompt payment.

This means that all schools and departments of Prince William County Public Schools must ensure that all processing of documents relating to the receipt of and payment for goods and services is completed as rapidly as possible.
"Section 11-62.10 - Prompt payment of bills by localities -
Every agency of local government that acquires goods or
services, or conducts any other type of contractual business
with a nongovernmental, privately owned enterprise, shall
promptly pay for the completed delivered goods or services
by the required payment date. The required payment date
shall be either: (1) the date on which payment is due under
the terms of the contract for the provision of such goods or
services; or (2) if such date is not established by contract
not more than forty-five days after goods or services are
received or not more than forty-five days after the invoice
is rendered, whichever is later.

Separate payment dates may be specified for contracts
under which goods or services are provided in a series of
partial executions or deliveries to the extent that the
contract provides for separate payment for partial execution
or delivery.

Within twenty days after the receipt of the invoice or
goods or services, the agency shall notify the business
concern of any defect or impropriety which would prevent
payment by the payment date.

Unless otherwise provided under the terms of the contract
for the provision of goods or services, every agency that fails
to pay by the payment date shall pay any finance charges
assessed by the business concern which do not exceed one
percent per month."

The Director of Finance will be responsible for the
monitoring and implementation of this regulation.
REQUEST FOR MANUAL CHECK

TO:  Director of Finance       Date________________________

Budget Holder________________ Vendor Name________________

Purchase Order #_____________ Amount $____________________

Explanation of manual check requirement:

Required Signatures:

Associate Superintendent Approval________________________Date_______

Director of Finance Approval____________________________Date_______

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