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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