

CENTRAL COAST REGIONAL DISTRICT
POLICIES

F-1 - Payment Distribution Schedule

Preamble: Requests for payment are continuous. In order to improve cash management and allow for optimum time and office management, it is desirable to designate the times in a reporting period when cheques are requisitioned, coded, drafted, signed and posted.

Policy: That payment of invoices be twice monthly; the first being of the 15th day and the other being the last working day of each month. Where the 15th day falls at a time when regular office hours are not in effect, payment will be scheduled to occur on the last working day before the 15th.

Date: May 10, 1994
Reviewed: March 3, 2004
Reviewed: October 13, 2011
Reviewed: April 9, 2015
Amended: March 12, 2021