

Procedures for Bill Payment

The following procedure is to be used to pay an invoice.

Bill Payment

Bills are paid on a weekly basis by the Accounts Payable Assistant. Bills must be received by 5:00pm on Tuesday of each week to be paid at the end of that same week. Bills submitted later in the week will be paid the following week.

For a bill to be paid, it must include all relevant back-up materials including an approved purchase order, invoice, or contract. The Accounts Payable Assistant will review all supporting documents to ensure compliance and enter them into the Park District's accounting software Accounts Payable module. Once entered, the check register is forwarded to the Executive Director, Finance Director, and Finance Manager (or their designee) for approval. Once approved, the payments are processed and checks mailed to the vendors.