

GENERAL POLICIES

Vendor Payments

EFFECTIVE DATE: 3-4-2009

PURPOSE: To provide information for Barron County Vendors regarding the policies and procedures for the Accounts Payable function of the Finance Department.

Policy: To provide consistency in the payment of Accounts Payable invoices.

Oversight Dept: Finance

Oversight Committee: Executive

PAYMENT CYCLES

- Disbursements to vendors will be by check or automated clearing house (ACH) in accordance with the Accounting Check Run Calendar as developed by the Finance Dept.
- Generally, checks and/or ACH's will be disbursed by the Barron County Treasurer on Friday. If a holiday or other non-work day falls on a Friday Barron County reserves the right to disburse funds the next regularly scheduled business day.
- It shall be the policy of Barron County that all vendor checks are mailed from the Treasurer's office and may not be returned to individual County Departments or picked up by the vendor.
- Generally payments are made according to the vendor's stated terms (as identified on the purchase order or as stated on the vendor's bill or invoice) or as provided by State Statute, (30 days), whichever allows for the greatest timeframe for making payment, previously approved schedules, or previously entered into contractual agreement terms as indicated on the purchase order or billing invoice.
- Barron County will not accept and will not process for payment invoices received prior to the date of delivery for the goods or services in question. In extreme or rare circumstances the Administrator or designee may approve payments occurring in advance of the receipt of goods or services.
- Barron County reserves the right to refuse or delay payment as allowable under Wisconsin State Statutes for improperly completed bills or invoices which set forth inadequate or incomplete documentation. In such cases, the Vendor shall be notified within 10 working days after the receipt of the invoice, the notice stating the reason that the bill or invoice is improperly completed.
- Upon receipt of the properly completed bill or invoice, payment shall be made as set forth above.

W-9 Documentation

- Barron County reserves the right to withhold payment from any vendor for which an IRS Form W-9 is required and for which we have no receipt.
- Furthermore, if a vendor fails to timely remit a requested W-9 Barron County will withhold the required backup withholding as specified by IRS regulations.

INVOICES

- Payment shall be made from original vendor invoices only.
- Invoices should be mailed to the appropriate office for which the good or service was provided.
- Invoices shall be in good order including: name, address, email address, primary contact, and phone number of the vendor and shall be submitted within 30 days from the date of provision of goods or services.
- Invoices shall be sufficiently clear to indicate the product or service purchased by Barron County along with payment terms and place of payment.
- Faxed copies are acceptable in limited circumstances only. Faxed invoices must also be legible and contain all pertinent data as previously outlined or they will not be processed for payment.