

Bill Log Procedures

When submitting bills/invoices please make sure all bills/invoices that you plan to submit are listed on your bill log sheet.

Please do not submit bills in too early and then bring another set of bills to add on later. That makes it more time consuming. If you do happen to need to do that I will ask you to do the calculations to total the multiple bill log sheets.

(Check your calendar for the bill due schedules.) If bills are not in on time you will need to hold them until the next bill cycle. It is not fair to ask me to re-do my work because an office is late submitting the bills (unless a unique situation occurs, we will work around it). Set a reminder for every bill cycle if it helps you.

When you submit invoices be sure to list on the invoice your billing funding code ex.(GRO1, AS23, LF38) and the line item ex.(office supplies, equipment, training) to pay out of. (Please do not list a line item that was never added to your budget. We cannot randomly add a new line item in and charge to it as it does not have funds designated to it.)

If you have **multiple invoices** for the **same vendor** please staple those invoices together and put the total amount on the front of the first invoice and what codes and line items to pay out of.

If you have invoices that were sent to our office by mail please change the address to your PO BOX as your dept will need to approve the invoice, list the dept code and the line item to pay the invoice from. Then submit the invoice to our office when bills are due.

Please do not staple the bill log sheets to your invoices as I have to remove the staples anyways so it is a waste of staples.

Please do not staple return envelopes to the invoices as I would have to remove the staples to use those envelopes they provided to save the county money from using our own envelopes.

Please do not staple the return stub I need to send back with payments as I would have to remove the staple to get the stub.

If you send paperclips you are welcome to come up and ask for them back as I get plenty and would love to have you re-use them instead of buy new since I am always accumulating them



If any of you have questions on any of this please let me know so I can help.