



<b>Policy Name:</b>	<b>Timely Contract Billing</b>	<b>Date Revised:</b>	<b>9/2017</b>
<b>Purpose:</b>	<b>Timeliness of Billing Submissions</b>	<b>Board Approval:</b>	<b>9/2017</b>

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**Policy:** Agency shall meet or exceed billing deadlines as outlined in individual program contracts. If an invoice cannot be submitted by the due date, contact will be made with the appropriate Contract Administrator with an explanation and estimation of actual submission.

**Procedure:** Once made aware of the inability to meet a billing deadline, accounting staff will contact the proper Contract Administrator by correspondence and/or telephone with the reason and a proposed dated of submission.