

CONTRACTUAL PAYMENTS

PROCEDURE

| ACTIONS | Independent Contractor | Director | Program Manager | Comments |
|---|------------------------|----------|-----------------|----------|
| 1. To initiate monthly payments: Sign appropriate contract and follow contractual Procedures | X | X | X | |
| 2. Set up monthly payments in computer | | X | | |
| 3. Turn in attendance prior to 2 nd day of each month | X | | | |
| 4. If there are changes in the contract: Complete Information Change form within 3 days of a change and distribute to all staff | | X | | |
| 5. If a change takes place after the 25th day of the month: Inform Controller verbally; complete Information Change form within 3 days | | X | X | |
| 6. 3 days prior to the 10th day of each month: Produce contractual checks | | X | | |
| 7. 10th day of each month: Distribute checks beginning at 12:00 p.m. | | X | X | |
| 8. If the check is not picked up by 4:30 p.m. and other arrangements have not been made: Put checks in the mail | | X | X | |

Note:

If the 10th day of the month falls on a Saturday, checks are available Friday at assigned time.

If the 10th day of the month falls on a Sunday, checks are available on Monday at assigned time..

If the 10th day of the month falls on a legal holiday, prior notification will be given regarding check disbursement.