



East Brunswick Public Schools

Meryl Benjamin
Accounts Payable Manager
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Dear Vendor:

SUBJECT: Accounts Payable Payment Schedule

It is the policy of the East Brunswick Public Schools to issue payment for invoices only after the Board of Education has given its approval for release of payment at scheduled meetings. Each school year a check schedule is generated, which is a timetable of important dates that relate to deadlines for each scheduled check run.

It is imperative that *all invoices AND payment vouchers with the signed Vendor's Declaration Statement be received in the **Financial Services Department** no later than the document cutoff date listed* in order for payment to be made by the indicated check date.

Please note that if any of the following issues occur, payment will be delayed:

1. The signed Vendor's Declaration Statement (found at the bottom of the original purchase order document) is not received by the document receipt cutoff date;
2. Pricing discrepancies between the invoice and the purchase order;
3. Shipment of merchandise that does not match the purchase order, such as item substitution, unless prior written authorization is given by the East Brunswick Board of Education;
4. Any incomplete shipment of items billed on a single invoice; or
5. Any merchandise receiving issues relating to the order, including expected credits or replacements for returns.

Once all issues are resolved, payment will be made according to the next scheduled document receipt cutoff and corresponding check issue dates.

If you have any questions regarding this policy, you may contact our office at (732) 613-6746.

Yours Truly,

Meryl Benjamin
Accounts Payable Manager