

	<b>COUNCIL POLICY</b>	<b>R POLICY REVIEW</b>
	C 029 – PAYMENT POLICY	Policy to be reviewed as required but no later than June 2020
<b>DATE APPROVED</b>	<b>RESOLUTION NUMBER</b>	<b>RESPONSIBLE OFFICER</b>
26 April 2018	07/04.2018/C	General Manager

**1.0 GUIDELINES**

This policy sets out Tasman Council's requirements in relation to accounts payable and the payment of invoices/accounts for vendors (suppliers of goods and/or services to Tasman Council).

**2.0 OBJECTIVE**

The objective of the policy is to provide guidelines for both Council staff and vendors.

**3.0 SCOPE**

This policy applies to all vendors used by the Tasman Council.

**4.0 PROCEDURE**

- 4.1 Council has mandatory requirements that are to be met for the payment of invoices/accounts.
- 4.2 Before supplying goods and/or services to Council the vendor (where applicable) will receive a purchase order (a request for works and or services) from Council.
- 4.3 Invoices are to quote Councils purchase order number (where applicable).
- 4.5 Councils minimum processing time for an invoice/account is thirty (30) days.
- 4.6 Tasman Council processes payments every two (2) weeks. If a late payment occurs and the vendor has followed the correct process, they should notify Council immediately so that the matter is rectified to avoid aged debt.

**5.0 ROLES & RESPONSIBILITIES:**

The authority is delegated to the General Manager, Office Manager, Building and Development Services Manager and Works Manager to maintain and oversee payments to Council vendors.