

## CONVERSE COUNTY SENIOR CITIZENS SPECIAL DISTRICT

### Procedures for Processing Payments (Invoices):

Claims against the CC Senior Services Special District are to be itemized and verified. (a) No claim against the District shall be allowed by the board unless it is properly dated and itemized and the value of each item specifically described, and when no specified fees are allowed by law, the date that such services were rendered and the time actually and necessarily devoted to the performance of any service. Each claim shall be accompanied by a perjury statement. The board may disallow any account, in whole or in part, when so rendered and verified, and may require further evidence of the truth and propriety of the claim.

For all reimbursements except internet purchases, the original itemized receipt issued by the vendor is required. For internet purchases, the itemized receipt is required. If no receipt is available, and for payments made by check, also include the cancelled check (use checks only if the bank will provide copies of front and back). In this case, the individual must itemize the item(s) on the receipt. A credit card receipt with a total charge is not an itemized receipt.

### Timelines:

1. Invoices shall be an original and itemized to avoid duplicate payments.
2. Invoices shall state the "project" as expenditures are tracked by project. In some cases, the invoice shall state "allocation".
3. Invoices shall be stamped with the perjury statement, state the total amount to be paid and shall be signed and dated by an authorized person of that business or entity.
4. Invoices may be emailed to the Treasurer or sent via mail to PO Box 584, Douglas, WY 82633.
5. The invoice deadline is 12:00 p.m. (noon) on the first of the month. If the first of the month is on a weekend, the preceding Friday shall be the deadline.
6. Payment, if approved by the Board, will be made at their meeting, usually the second Monday of each month.
7. Warrants (checks) will be mailed to CCAS or the senior housing units as applicable for all invoices submitted for payment to the special district board. For those that wish to pick up the warrants, they may do so at the meeting after they are signed. All other warrants will be mailed the next business day.