

2010 PAY SCHEDULE FOR COUNTY AND COURTS

WEEKLY CLAIMS PAY SCHEDULE

CLAIMS TURNED IN BY FRIDAY PAID ON FOLLOWING FRIDAY

REGULAR CLAIMS PAY SCHEDULE FOR COURTS

CLAIMS TURNED IN ON OR BEFORE: CHECKS WILL BE ISSUED ON:

JANUARY 10, 2010	JANUARY 29, 2010
FEBRUARY 10, 2010	FEBRUARY 26, 2010
MARCH 10, 2010	MARCH 26, 2010
APRIL 10, 2010	APRIL 30, 2010
MAY 10, 2010	MAY 28, 2010
JUNE 10, 2010	JUNE 25, 2010
JULY 10, 2010	JULY 30, 2010
AUGUST 10, 2010	AUGUST 27, 2010
SEPTEMBER 10, 2010	SEPTEMBER 24, 2010
OCTOBER 10, 2010	OCTOBER 29, 2010
NOVEMBER 10, 2010	NOVEMBER 24, 2010
DECEMBER 10, 2010	DECEMBER 30, 2010

PAY SCHEDULE FOR LAST WEEKLY PAY OF THE YEAR

CLAIMS TURNED IN BY: 12-17-10 WILL BE PAID ON: 12-23-10

EMPLOYEE COMPENSATION & REIMBURSEMENTS WILL BE PUT IN THE APPROPRIATE FOLDER IN THE BOOKKEEPING MAIL CART IN THE AUDITOR'S OFFICE. THESE CHECKS MAY BE PICKED UP BETWEEN 7:30 AM AND 2:00 PM EVERY FRIDAY. AFTER 2, EVERYTHING GOES UPSTAIRS TO THE CONTROLLER'S OFFICE, ROOM 300.

REMINDERS

1. ATTACH REMITTANCE COPIES TO BOTTOM LEFT-HAND CORNER OF CLAIM. PUT THE AMOUNT BEING PAID IN THE APPROPRIATE BOX:
 - a. Telephone & utility claims
 - b. Office Depot
 - c. Financial Institutions (charge cards which also need the statement attached.)
 - d. Lease payments
2. TELEPHONE & UTILITY CLAIMS GO TO JANET AND ARE PAID THE SAME WEEK THEY ARE TURNED IN AS LONG AS THEY ARE RECEIVED BY WEDNESDAY AFTERNOON. IF A BILL IS DUE BEFORE THE NEXT PAY DATE, YOU MAY FAX A COPY OF THE CLAIM SO THAT IT CAN BE PAID THAT SAME WEEK & TURN THE ORIGINAL IN BEFORE FRIDAY.
3. USE THE 7-DIGIT TELEPHONE NUMBER FOR THE INVOICE NUMBER FOR AT&T.
4. USE THE ACCOUNT NUMBER FOR THE INVOICE NUMBER FOR AT&T ADVERTISING, AT&T INTERNET, AT&T MOBILITY, EVANSVILLE WATERWORKS, NEXTEL, NORLIGHT, QUEST, VECTREN & VERIZON.
5. CHECK YOUR BUDGET BEFORE SENDING CLAIMS FOR PAYMENT ESPECIALLY THE LAST 3 MONTHS OF THE YEAR:
 - a. Transfers are done within a day or two of Council meetings
 - b. Appropriations have to be approved by State first which usually takes at least a month
6. REQUISITIONS & VENDOR FORMS MUST BE APPROVED BY THIS OFFICE FIRST.
7. TYPE INVOICE NUMBERS EXACTLY AS THEY ARE ON THE INVOICE.