

Subject: Payment of Contractors	Initial Date: 10-22-2009	
Responsibility: Chapter Officers	Date Reviewed: 10-23-09	
Approved by: SCV-CAMFT Board of Directors on 9-25-09	Date Revised:	P&P 122

122 PAYMENT OF CONTRACTORS

I. Purpose

The purpose of this document is to delineate how and when SCV-CAMFT pays contractors for services rendered.

II. Policy

SCV-CAMFT will pay entities that have an ongoing business relationship with the chapter in a timely manner. Entities may include, but are not limited to, the Chapter Coordinator, Chapter Bookkeeper and the Chapter Webmaster. This policy does not include any venues where we have events (SCV-CAMFT Luncheons or SCV-CAMFT Workshops) or other contracts that are already in place/any special onetime services.

III. Procedures

1. SCV-CAMFT shall issue payment for services rendered within 7-10 business days after receipt of an invoice. This means that a check for services rendered will be in the mail within 10 business days of receipt of an invoice.
2. Invoices that are a request for payment from a vendor shall be emailed by the vendor directly to the SCV-CAMFT Chapter President, President Elect, and CFO. The CFO will generate, or manage generating, the check for the vendor and manage getting the appropriate signatures (currently 2 signatures are required if over \$500.00).
3. If there is a disagreement by SCV-CAMFT with any vendor services, a check for services may be delayed. However, the contractor will be advised in writing (either by email or letter) from the SCV-CAMFT President, President Elect or CFO, regarding the reason for the disagreement with the bill and what is needed from the vendor to receive payment within 10 business days from receipt of the invoice.
4. Once the disagreement is resolved, a check will be issued within 10 business days of the date that the dispute was resolved.

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