



## ADMINISTRATIVE MEMORANDUM

### COUNTY OF SAN MATEO

**SUBJECT:** Semi-Weekly Check Processing Policy

**NUMBER:** A-6

**RESPONSIBLE DEPARTMENT:** Controller's Office

**DATE:** February 27, 1991

**APPROVED:**   
John L. Maltbie, County Manager

Beginning Monday, March 11, 1991, all claims that are submitted to the County of San Mateo Controller's Office will be processed according to a new semi-weekly check processing policy. The following outline is intended to clarify this policy.

1. All "daily" claims submitted to the Controller's Office on or before each Tuesday by 12:00 noon will be processed with a check being issued by the following Tuesday. For all claims submitted on or before each Thursday by 12:00 noon, processing will take place with a check being issued by the following Thursday.
2. For all "Board" blue claims submitted to the Controller's Office on or before each Thursday by 12:00 noon, processing will take place with a check being issued by the following Tuesday.

Departments should submit all claims with sufficient lead time to allow timely payments to vendors and other payees based on this schedule. The Controller's Office will notify a department whenever a department's claim cannot be processed within this time frame.

The purpose of this new policy is to make the claim payment process timely and consistent. With this new policy, departments will know when checks will be issued, base on when they submit the claim. This will also allow the Controller's Office to monitor processing more effectively and provide improved cash requirement information to the Treasurer earlier.