

## **INTER-OFFICE MEMORANDUM**

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Office of Accounts and Control

**TO:** All Agencies

**DATE:** December 3, 2009

**FROM:** Louise Anderson  
Associate Controller - Operations

**SUBJECT: Payment Run Schedule  
CFO 10-05 Revised**

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Beginning Monday, October 19, 2009, the Office of Accounts and Control will no longer be initiating daily payment runs. The change will help to reduce administrative costs and banking fees as well as increase cash flow.

As a rule, Payment Runs will occur on Tuesdays, Fridays, the 1<sup>st</sup> of the month, 15<sup>th</sup> of month and **next** to last business day of the month. In order for invoices to be included in a "Payment Run", the invoice must be finally approved by 1 PM on the day of a "Payment Batch".

Monthly payment schedules will be kept on the Controller's website to use as a reference. The direct link for payment schedules is:  
<http://controller.admin.ri.gov/Communications/paymentrunschedule.php>

If you have any questions or concerns, please call me at 222-2704.