

Town of Little Rice
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NOTICE FOR TOWN OF LITTLE RICE PAYMENT PROCEDURES

The Town Board of the Town of Little Rice does hereby give notice to its suppliers and service providers that the town board holds its regular monthly meeting on the second Tuesday of each month at 7:00 p.m. at the Town Hall. It is the policy of the Town of Little Rice that all properly completed invoices received by the Town Clerk by 5:00 p.m. on the last Tuesday of each month will be presented for board approval and payment at the regular monthly meeting on the second Tuesday. Any invoices received after the last Tuesday may result in the holding of the invoice until the following month. This notice is given pursuant to s.66.0135, WIS. Stat. to modify any statutory times which may not be consistent with the town payment procedure, and to insure the timely payment of your invoices. Your cooperation in a timely presentation of your invoice will help insure prompt payment by the Town of Little Rice.

Please acknowledge receipt of the above notice by signing the attached duplicate copy and returning to the Town Clerk.

Name of Business: _____

Signature: _____

Print Name: _____

Date: _____

Keep in mind that your suppliers and service providers are not obligated to accept the town's payment policy. As a result, you may want to shop around for businesses that are willing to work with the town.