



COLUMBIA SHUSWAP REGIONAL DISTRICT

PO Box 978, 555 Harbourfront Drive NE, Salmon Arm, BC V1E 4P1
 T: 250.832.8194 | F: 250.832.3375 | TF: 1.888.248.2773 | www.csr.bc.ca

CONTRACTOR PAYMENT SCHEDULE – 2019

<u>PERIOD ENDING</u>	<u>SUBMIT INVOICE</u> (First Business Day of the Month Following)	<u>PAYMENT DATE</u> (After 2:30pm)
JAN 31 st	FEB 1 st	FEB 11 th
FEB 28 th	MAR 1 st	MAR 11 th
MAR 31 st	APR 1 st	APR 10 th
APR 30 th	MAY 1 st	MAY 10 th
MAY 31 st	JUN 3 rd	JUN 10 th
JUN 30 th	JUL 2 nd	JUL 10 th
JUL 31 st	AUG 1 st	AUG 9 th
AUG 31 st	SEP 3 rd	SEP 16 th
SEP 30 th	OCT 1 st	OCT 15 th
OCT 31 st	NOV 1 st	NOV 15 th
NOV 30 th	DEC 2 nd	DEC 16 th
DEC 31 st	JAN 2 nd	JAN 15 th

***PLEASE SUBMIT INVOICES AS FOLLOWS:**

*EMAIL finance@csr.bc.ca

*FAX 250-832-3375 – Attention “Finance”

*Hand Deliver – Attention “Finance”

*Please ensure your PO or contract number is on your invoice

**Submitting invoices using alternative methods to email or fax cannot guarantee processing per the above schedule.*

**If your invoice is not received by our Finance Department on the 1st business day of the following month, your payment will be made in the next scheduled cheque run following receipt of your invoice.*

ELECTORAL AREAS

A GOLDEN-COLUMBIA
 B REVELSTOKE-COLUMBIA

C SOUTH SHUSWAP
 D FALKLAND-SALMON VALLEY

E SICAMOUS-MALAKWA
 F NORTH SHUSWAP-SEYMOUR ARM

MUNICIPALITIES

GOLDEN
 REVELSTOKE

SALMON ARM
 SICAMOUS