

Bills, Doe

TOWN OF OCONTO FALLS  
OCONTO COUNTY

NOTICE OF THE TOWN OF OCONTO FALLS PAYMENT PROCEDURES

The Town Board of Supervisors of the Town of Oconto Falls does hereby give notice to its suppliers and service providers that the Town Board holds its regular monthly meetings on the second Monday of each month at 7:00 PM at the Town Hall. It is the policy of the Town of Oconto Falls that all properly completed invoices received by the Town Clerk, Gwen Holtz, 8702 Holtz Road, Oconto Falls, WI 54154, by 5:00 pm on the first Friday of each month will be presented for the board approval and payment at the regular monthly meeting on the second Monday. Any invoices received after the first Friday may result in the holding of the invoice until the following month. This notice is given pursuant to Section 66.285 of Wisconsin Statute to modify and statutory times which may not be consistent with the town payment procedure, and to insure the timely payment of your invoices. Your cooperation in timely presentation of your invoice will help insure prompt payment by the Town of Oconto Falls.

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

Please Insert Name of Business \_\_\_\_\_

Signature \_\_\_\_\_

Please Print Name of Person signing

Gwen Holtz, Clerk  
8704 Holtz Road  
Oconto Falls WI 54154