

## REPORT TO THE COMMUNITY AND CULTURAL AFFAIRS COMMISSION

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**DATE:** July 12, 2017

**TITLE:** Invoicing for Events

**Prepared by:** Chairman, Pamela Berry

**Reviewed by:** Community Development Director, Daniel Porras PE

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### **RECOMMENDATION:**

**Approve establishing a time limit for submission of invoices by event coordinators.**

### **BACKGROUND / DISCUSSION:**

Chair seeks approval to establish a time limit for event coordinators to submit all invoices within 45 days of event.

The goal is to have a vendor paid within 30 days of the invoice being submitted.