



THIRD JUDICIAL CIRCUIT  
OF MICHIGAN

BEVERLY OTIS  
MANAGER OF FINANCIAL SERVICES  
ACCOUNTS PAYABLE UNIT

OFFICE OF BUDGET AND FINANCE  
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**M E M O R A N D U M**

TO: Third Circuit Court  
Contractors  
Vendors

FROM: Beverly Otis *BO*  
Manager of Financial Services  
Accounts Payable Unit

CC: Zenell Brown  
Executive Court Administrator

Violet Leonard  
Chief Financial Officer

DATE: July 2, 2015

SUBJECT: Payment of Personal Service Contractors and Vendors

Effective July 1, 2015 Wayne County will process check runs on a biweekly instead of a weekly basis. This will result in payments to all contractors and vendors being processed every two weeks. Please see enclosed payment schedule.

Please also note that all approved personal service vouchers must be received by the end of the day on Wednesdays. Please continue to submit vouchers weekly rather than holding them for two weeks to avoid any delays in payment. It is imperative that all personal service vouchers are submitted in a timely manner.

If you have any questions or concerns regarding this matter, please contact me.

Thanking you in advance for your cooperation in this matter.