

Carmarthenshire County Council

Corporate Services Department

Accounts Payable Section

Urgent Payment Run Guidance Notes

Payment runs are scheduled on Monday, Wednesday and Friday, however should the following apply, then the Senior Accounts Payable Officer or the Senior P2P Officer may sanction an urgent payment run with approval from the Systems and Accounts Payable Manager:

- If penalties/criticism or additional costs would be incurred by the Authority, if payment is not made on the day
- If the payment be overdue and the payee is suffering hardship or is vulnerable
- When the adult placement payments are due to be paid and there is no scheduled payment run (20th of each month)