

The Shelby County Board of Education strives to be a good customer for our vendors. We pay invoices weekly. All invoices received by 4:00 p.m., on Monday, will normally be paid on Thursday of that week.

Items received after 4:00 p.m. Monday will be paid the following week. No normal payment should take more than 10-15 days.

Holidays may interrupt normal payment schedules.

Payment generally cannot be made without an original invoice, the order for purchase and a signed materials receipt.

The school system will normally take discounts for prompt payment.