OIAD-1255

3 August 2021

Peter Russell

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Tēnā koe Peter

Thank you for your Official Information Act request to the Department of Conservation, received on 23 July 2021 in which you asked for:

*“What is your policy regarding the time frame within which invoices received by the Department must be paid?*

*Are invoices from different kinds of businesses treated differently in this respect? For example, are invoices received from small businesses to be paid particularly promptly?”*

Your questions and our responses are listed below:

1. *What is your policy regarding the time frame within which invoices received by the Department must be paid?*

Response: All valid invoices issued for the supply of goods and services to the department that have been internally approved for payment are processed and paid based on the business’s own payment terms or, if this is not indicated on invoices, on the 20th of the month following the date of the invoice.

1. *Are invoices from different kinds of businesses treated differently in this respect? For example, are invoices received from small businesses to be paid particularly promptly?*

Response: All invoices received by the department are treated equally and processed as per Q1.

Please note that this letter (with your personal details removed) and enclosed documents may be published on the Department’s website.

Nāku noa, nā

CJ Juby

Director Business Support

Department of Conservation