**Section 1000.50 User Agency Payments**

a) User agencies shall process payments within 30 days after physical receipt of Internal Service Fund bills. User agencies shall immediately notify the Department of any additional information that is necessary to review an Internal Service Fund bill.

b) User agencies shall make reasonable efforts to review, approve, and pay all Internal Service Fund bills in the fiscal year in which the liability was incurred or within the fiscal year that the Department issues a catch-up billing. User agencies shall not leave Internal Service Fund bills unpaid in order to circumvent fiscal year budgetary controls.