

**SECTION 22. FISCAL SERVICES****22.15 PROMPT PAYMENT PROCEDURES**

**A. PURPOSE.** To provide for prompt payment on all invoices received by Seminole County and to comply with the "Florida Prompt Payment Act" (Section 218.70, Florida Statutes).

**B. ORGANIZATIONS AFFECTED.** All Seminole County Departments, Divisions, Boards, Commissions, projects, etc.

**C. PROCEDURES.**

(1) Proper Invoices Required. All original invoices for payment must be submitted to Director of County Finance, P. O. Drawer Q, Sanford, Florida 32772-0869 on a Proper Invoice. A Proper Invoice shall be defined as any invoice acceptable by the Clerk of the Circuit Court, Finance Department, provided that the following information, at a minimum, is contained on such invoice:

- (a) Date
- (b) Description and quantity of items purchased or service rendered
- (c) Purchase price or cost of service
- (d) Name and address of vendor
- (e) Purchase Order Number, Release Order Number, Blanket Purchase Order Number, Emergency Purchase Order Number, Confirming Purchase Order Number, Work Order Number, or Contract Number
- (f) All other information required by the applicable contract, work order, purchase order, or similar instruments

(2) Invoice Requirements To Be Published and Distributed. County Finance shall make the requirements of a Proper Invoice available to all vendors upon request.

(3) Improper Invoices. Any invoice not meeting the requirements of a Proper Invoice is an Improper Invoice.

(4) Date Stamping Of All Invoices.

(a) All invoices received by Seminole County shall be marked as to the date the invoice is received by being stamped or clocked in the day received. The stamp or time clock shall include the date and words Seminole County and Received.

(b) If a Proper Invoice for payment is received by County Finance, it shall be stamped and held for authorization for payment from the department.



(c) All invoices received by a department directly from a vendor must be forwarded to County Finance within five (5) business days of receipt to determine if it meets the requirements of a Proper Invoice, regardless of authorization for payment.

(5) Review of Invoices.

(a) All invoices received by County Finance, either directly from a vendor or from a department, shall be reviewed by County Finance to determine if the invoice meets the requirements of a Proper Invoice.

(b) If determined by County Finance to be a Proper Invoice, the invoice shall be held by County Finance for authorization for payment from the department or forwarded to the department for authorization for payment by the department.

(c) If the invoice is determined by the County Finance to be an Improper Invoice, County Finance shall notify the vendor within ten (10) days of receipt of the Improper Invoice by the County that the invoice is an Improper Invoice and inform the vendor as to what corrective action is required to make the invoice a Proper Invoice. Copies of the notice to the vendor of an Improper Invoice shall be submitted to the department and the Purchasing Department.

(d) Vendors are to be informed, by the Purchasing Department, that all original invoices are to be submitted directly to County Finance.

(6) Department Authorization For Payment.

(a) Within five (5) business days of receipt of goods and/or services, departments shall submit the original invoice (if received from a vendor or County Finance), packing slip, bill of lading, receiving copy of the Purchase Order, or any other documentation designating receipt of goods and/or services with authorization, fund and account number, and date stamp visible to County Finance for payment.

(b) If authorization for payment is received by County Finance on documentation other than an invoice, County Finance shall be responsible to compare the invoice, document authorizing payment, and County Finance's copy of the purchase order to verify accuracy and completeness of the invoice. County Finance shall review and process all properly authorized invoices within seven (7) business days of receipt of the authorization, but not later than forty-five (45) days from receipt of the original invoice or receipt of goods and/or services if no invoice exists.

(c) If an invoice pertains to goods and/or services that are contracted and no purchase order exists, County Finance shall submit the original invoice to the department within three (3) business days of receipt for authorization for payment.

(d) If a purchase is of a complex nature, County Finance may refer the original invoice to the department for authorization for payment; OR a department may



request from County Finance the original invoice be submitted to the department for authorization of payment.

(e) If County Finance has NOT received authorization for payment within five (5) business days of receipt of the invoice, County Finance shall contact the department to notify the department of the delinquency in forwarding the necessary authorization for payment. Upon follow-up notification from County Finance, the department shall submit, within two (2) business days, authorization for payment or contact County Finance as to why authorization has not been submitted and the date authorization will be submitted.

(f) Upon review by County Finance, if an invoice differs from the purchase order, County Finance shall submit the invoice to Purchasing within two (2) business days of receipt for the submission of a Change Order.

(g) County Finance shall prepare the billhead for all invoices.

(7) Dispute Resolution Procedure.

(a) All original invoices, packing slips, bills of lading, receiving copies of Purchase Orders, or other documentation designating receipt of goods and/or services, not authorized for payment after review by a department, must be referred to the Purchasing Director within five (5) business days of receipt of the goods and/or services with a detailed explanation outlining the reasons for disapproval of payment, with notification given to County Finance.

(b) Within five (5) business days of receipt of documentation not authorizing payment of goods and/or services from a department, the Purchasing Director shall contact the department and review the reasons for the non-payment recommendation.

(c) Upon receipt of the Purchasing Director's decision to authorize or not authorize payment, the following action shall be taken:

(i) Within two (2) business days of the Purchasing Director's decision to make payment, Purchasing shall notify the department and authorize County Finance, in writing, to make payment to the vendor with a copy of said notice provided to the department.

(ii) Within two (2) business days of the Purchasing Director's decision to withhold payment, Purchasing shall send written notice to the vendor with a copy sent to County Finance and the applicable department.

(iii) Within five (5) days of the notice being sent to the vendor that an invoice or the County is withholding payment, the vendor, if desiring to contest that determination, must file a written protest with the Deputy County Manager/Administration



who shall, within five (5) days determine if the invoice was, in fact, an Improper Invoice. This decision shall be final. Failure to make the protest described herein shall cause the invoice to be conclusive determination to be an Improper Invoice.

(8) Invoice For Interest Payment.

(a) All invoices seeking a payment of interest shall be forwarded to County Finance.

(b) All invoices seeking payment of interest shall be reviewed and investigated by County Finance within ten (10) days of receipt to determine whether the interest payment should be authorized.

(c) If County Finance determines that payment of interest is warranted, it shall authorize and process payment from an account established within each fund for the payment of such interest and notify the department of such payment.

(d) If County Finance determines that the payment of interest is not warranted, it shall report its findings in writing to the Purchasing Director. The Purchasing Director shall make the final decision regarding payment of interest and notify County Finance of the decision. Based on the Purchasing Director's decision, County Finance shall make payment or notify the vendor that payment is not authorized and the reasons for nonpayment of the interest. The vendor may protest as to such determination in accordance with the procedures set forth in Section C(7)(c)(iii).

(e) Not later than the 10th of the month following the month in which an interest payment was made, County Finance shall submit a report to the Department of Fiscal Services disclosing the previous month's interest payments, the amount of each payment, an explanation outlining the reason for the payment, and the department associated with the interest payment. A final interest payment report shall be published by County Finance not later than December 31st following the close of the Fiscal Year and submitted to the Department of Fiscal Services with a copy to the County Manager.

(f) The Department of Fiscal Services shall review and monitor the monthly interest payment reports. If more than two (2) interest payments are made pertaining to one department, the Department of Fiscal Services shall meet with the department to offer assistance in resolving the problem of late payment of invoices.

**D. AUTHORITY.** Approved by the BCC September 19, 1989, Agenda Item D6.