

SECTION: 2.5
SUBJECT: Documentation of Financial Transactions
AUTHORITY: Chapter 215, F.S.; Comptroller's Rules

Purpose:

To establish uniform procedures for processing miscellaneous financial transactions

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2.5.1 Approval and Inspection of Goods or Services

In regard to the acquisition of any goods or services and in accordance with Florida Statutes, Chapter 215.422(1), approval and inspection of goods or services shall take no longer than five working days after receipt of same, unless the bid specifications, purchase order or contract specifies otherwise. When procuring goods or services that require the vendor provide an invoice for payment, the vendor shall be instructed to send the invoice to the bookkeeper. The bookkeeper must submit the invoice and the approval and payment documentation within five (5) calendar days of approving the goods/services or receiving the invoice, whichever is later.

A. Purchase Order

Services or commodities procured with a purchase order must be approved; in whole, in part or not approved, within five (5) working days of receipt. When the service or commodity is approved, in part or whole, and the invoice is received, the Accounting Services Section (Accounting) must receive the following information: quantity received, date goods or services received, date inspected and approved, the purchase order number, a complete signature or electronic approval and the invoice.

B. Contracts

The contract manager must state on the invoice that the terms of the contract were met and the goods or services were received, reviewed, and accepted as satisfactory and received as specified. The invoice should then be submitted to Accounting.

C. Purchase Card

Purchases made with the state purchasing card must be processed by the agency within eight calendar days of appearing in the FLAIR purchasing card module. The Cardholder must verify, approve the transaction, and provide cost distribution within two (2) working days. If a delegate is appointed, all receipts, applicable documentation and justifications must be submitted by the cardholder to the delegate within two (2) working days of the purchase. In this instance, the cardholder must sign the receipt, and provide dates the

goods/services were received. The cardholder cannot be an approver or payor for this card.

The approver must process the transaction within two (2) working days of appearing in his/her queue. The approver cannot be a cardholder of the same card they approve.

The payer (Accounting) must process the transaction for payment within two (2) working days of appearing in the payer's queue. The payer cannot be a cardholder/delegate or approver for the charges.

2.5.2 Processing of Transactions within 20 Days; Paying Interest

Interest at the daily rate established in Section 215.422(3)(b), F.S. shall be paid to the vendor if a warrant in payment of an invoice is not issued to the vendor within 40 days after receipt of a correct invoice and receipt, inspection, and approval of the goods and/or services. The Comptroller requires all State agencies to submit invoices to his office within 20 calendar days of receipt of the invoice and the goods and/or services. It is imperative that invoices and receiving reports be forwarded to the Accounting within seven calendar days of receipt in order to meet the 20-day deadline imposed by the Comptroller. Copies of Section 215.422 F.S. and Chapter 3-A-40, Department of Banking and Finance, Bureau of Auditing are included in this manual as Exhibit 2.5A and 2.5B respectively.

2.5.3 Advance Payment of Invoices

Occasionally, it is necessary to pay for a book, subscription or other item in advance due to the requirements of a publisher or governmental unit. This usually involves a relatively small amount of money. Books that cost \$250 or more, including shipping and handling, are OCO and require a purchase order. Advance payment for services is not permitted.

A. Purchase Order Advance Payments

When the transaction requires a purchase order, request the purchase order through the specified procedure in IMPP Section 4.1 and state on the request form that the item must be prepaid. The Purchasing Section will indicate the prepaid requirement on the purchase order. Attach the document (original and two copies) which shows the vendor's name, address, Federal Employment Identification Number and statement that prepayment is required (order blank is usually sufficient) to the purchase order request form. The purchase order (vendor, receiving and fiscal copies), the document and copies will be forwarded to the Accounting. Accounting will submit the request to the Office of the Comptroller to obtain a warrant. The vendor's copy of the purchase order and any order form will be sent to the vendor along with the check.

B. Purchasing Card Advance Payments

If a transaction is to be made with a state purchasing card and advance payment is required, send an email to the Accounting Services Section Leader, through the appropriate Division/Office (D/O) chain of command. The

request should include; the vendor's name, Federal Employment Identification Number, the amount of payment and a statement that prepayment is required or there is a cost savings to the State if paid in advance. The email should show the electronic approval of the authorized D/O approver. The resultant approval by Accounting shall be placed in the purchase card yellow envelope with the receipt. Notate on the SAMAS 5th panel: the initials of the person providing the approval as, "approved by (initials)".

2.5.4 Subscriptions

All requests for subscriptions must be approved by the D/O director or the assistant D/O director. If prepayment is required, follow the procedure in Section 2.5.3.

History: Est. 07/01/84; Rev. 01/01/87, 10/01/88, 05/12/89, 01/01/90, 01/01/91, 01/01/92, 01/01/93, 01/01/94, 01/01/96, 01/01/97, 01/01/98, 09/09/2003

APPROVED:

Victor J. Heller
Executive Director or Designee

September 9, 2003
Date