

City Procurement Challenges

Procurement Management Department

April 9, 2015



Invoices

What is your 1st step?

Date stamped, required as per prompt payment act starts legal time for due date

What is required for a proper invoice?

PO or VISA number

Contract number

Unit prices, detail of item purchased

Unique Invoice Number

Signatures

What do you do with an improper invoice?

Must be returned within 10 business days.

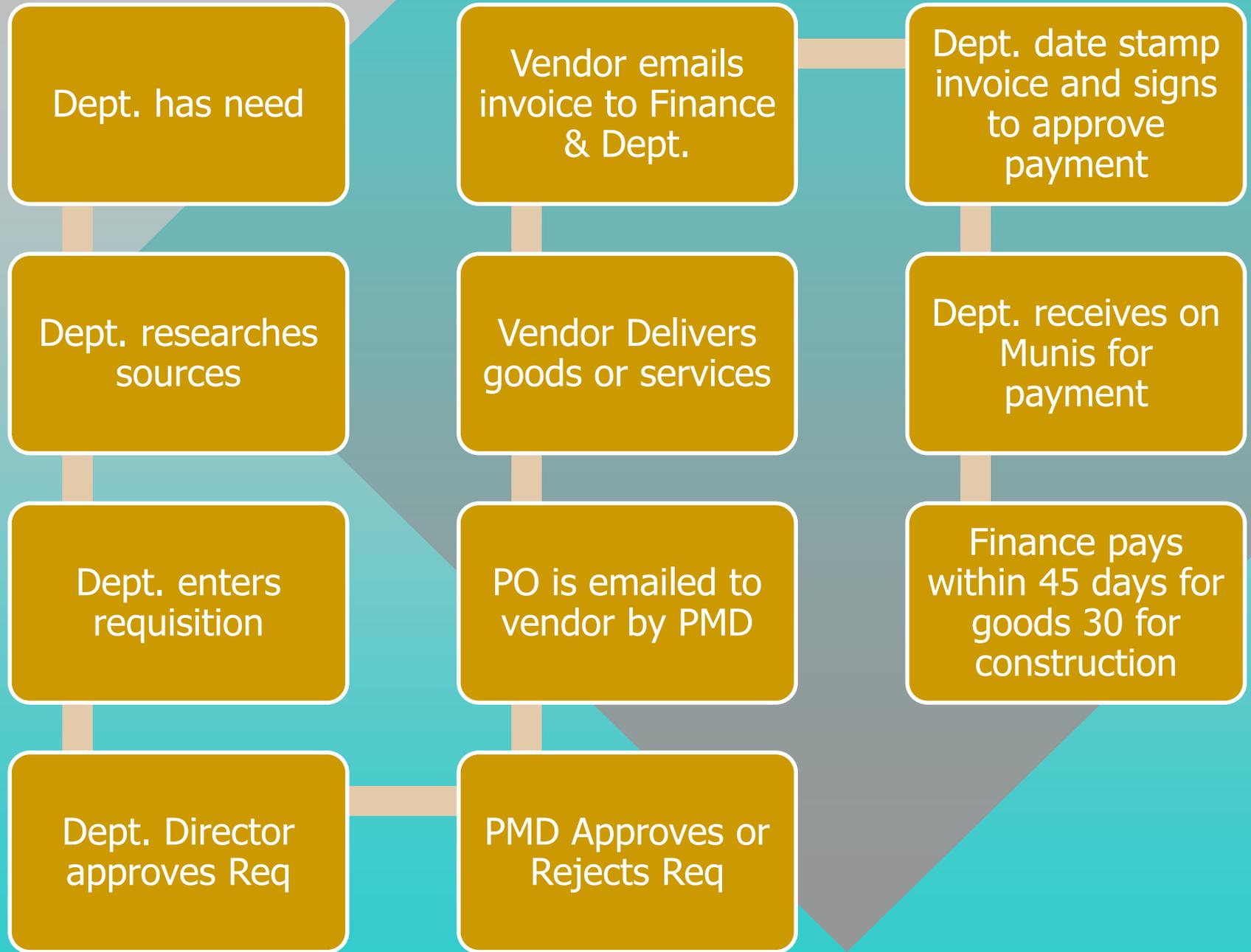
Invoices

What do you do with an invoice that you do not have a PO for?

Return it within 10 business Days

The City is under no obligation to pay

Requisition Flow Chart



Requisition Entry

- What are the items to check on the entry screen?
 - ✓ Commodity Code on every page.
 - ✓ Correct Ship to Address.
 - ✓ Is email checked on vendor information?
 - ✓ Is the email address correct?
 - ✓ Is the remittance address & email correct?
 - ✓ Need by date.

PO Change Orders

What information is needed for a proper change order?



Proper Change Order

Use the formula

PO number

Contract number

G/L account number

Availability of funds

Reason for change

Department Head Signature

Specifications

What items do you need
for a good specification?



Specifications

- Clear and concise Scope of Work - include history & background
- What do you want the vendor to provide
- What do you want the end product to be
- Do you have a time frame
- Location of project
- What, When, Where, Why and What do you want to accomplish
- Correct GL Account Numbers
- Funding is in the GL Account

City needs widgets

of calendar days to deliver

Must be octagonal in shape

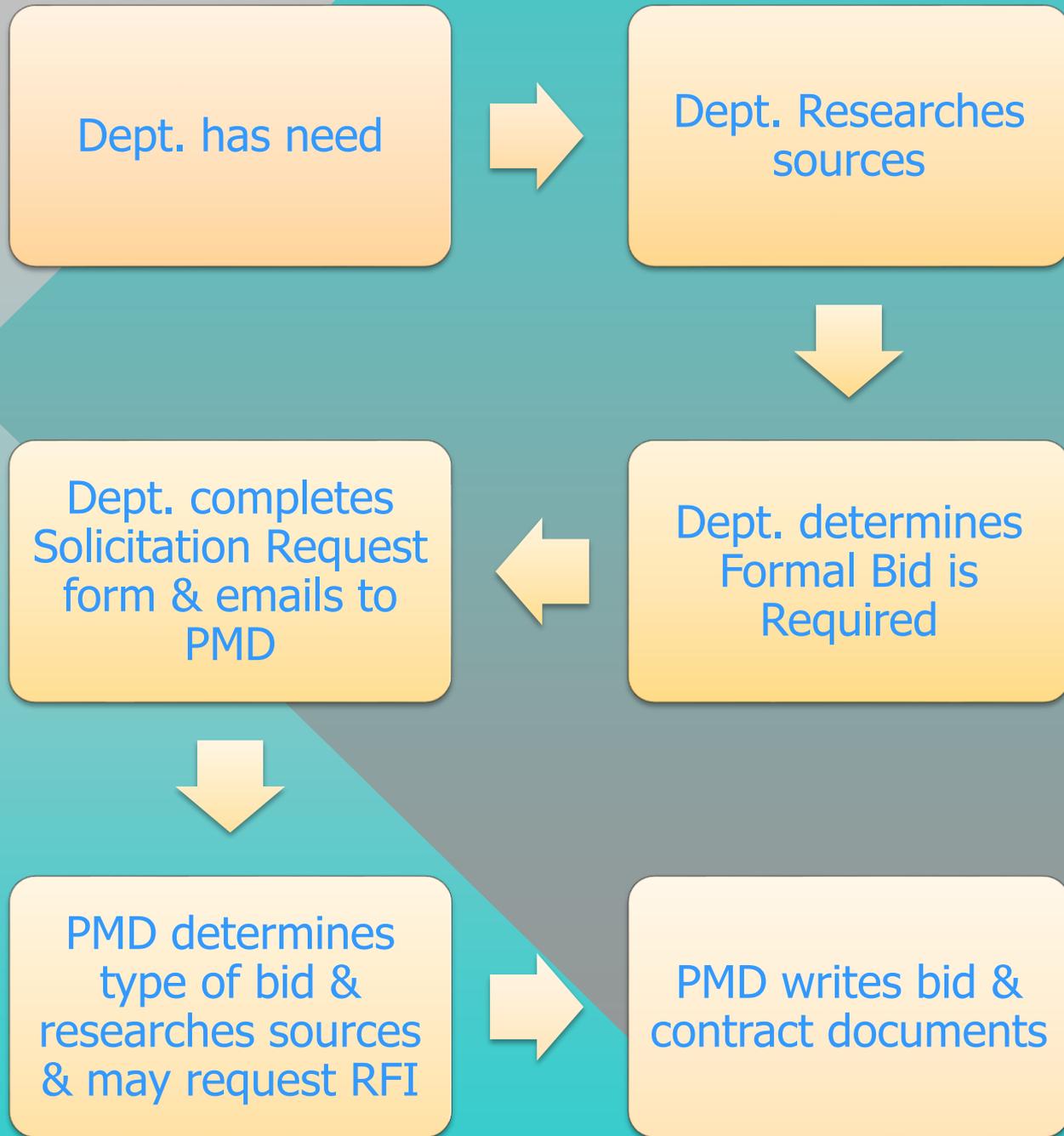
Delivery must be between 7:00 AM and 11:00AM

Must be red in color

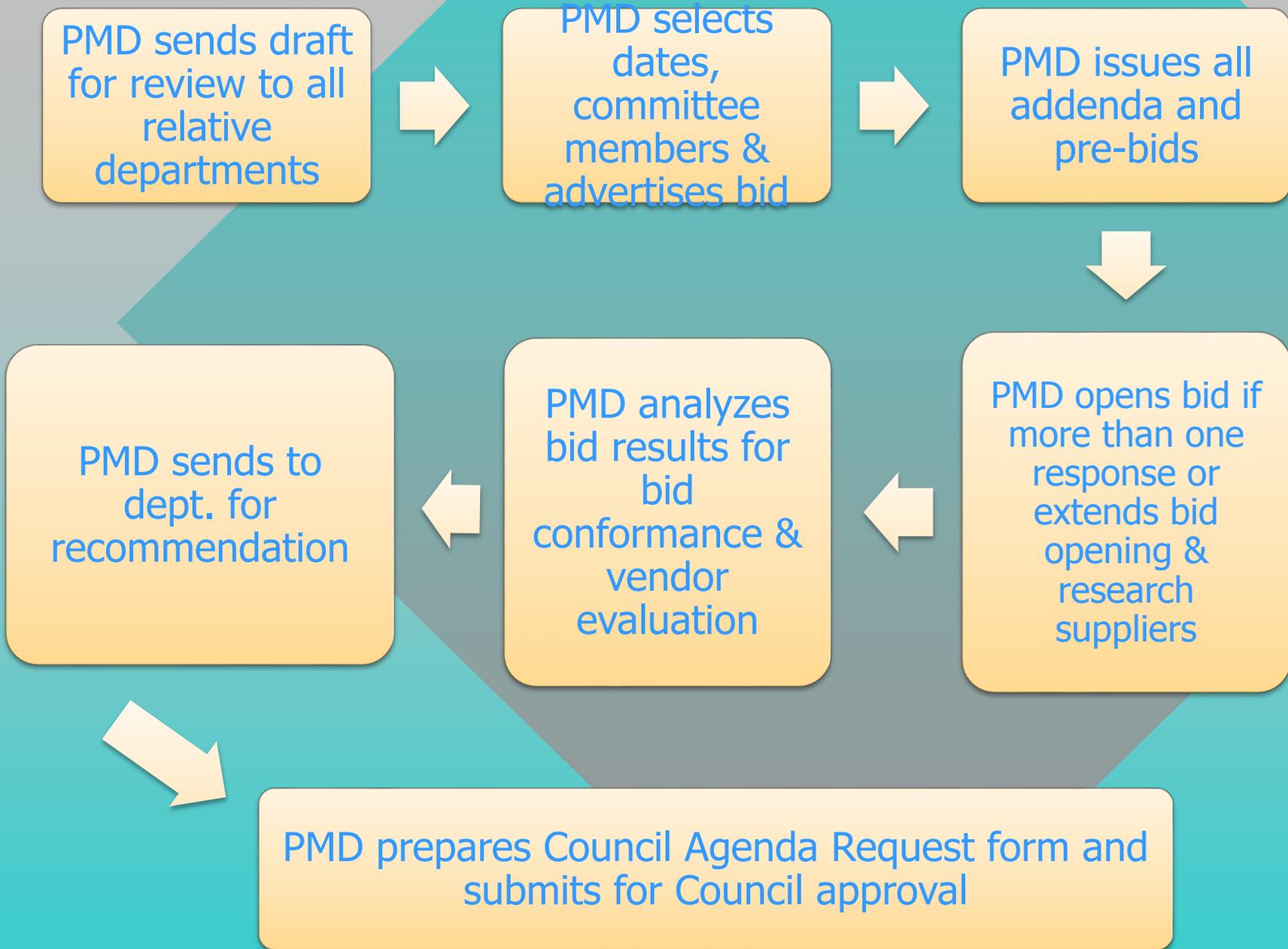
Must be 100% wood

Must have 3" diameter

Specification Flow Chart



Specification Flow Chart



G/L ACCOUNT CODES

- Just because the funds are available in the account, that does not mean you use that GL – **you must charge to the correct object .**
- You need to transfer the funds prior to requesting the solicitation and charging to correct object.

! IMPORTANT !

Demand Star Quotes

- Professional Services
- Construction
- Time periods
- How to place order

DEPARTMENT YEAR END PROCESSES

Pull from Munis an Open PO report for your department. PMD also sends you this report.

Close all PO's that do not have work performed within the fiscal year. Zero amount of work and expense. Submit request in your next fiscal year budget to re-allocate.

If work has been performed and you do not have invoice-call vendor and get Invoice.

WHO TO CALL

- Requisition/Receiving – Gina Jolly
- Purchase Order/Change Order – Gina Jolly CC
Shelby Reisinger
- Copier –OMB Secretary (CC Brenda Leo)
- Pest Control – Brenda Leo (CC OMB Secretary)
- Mowing –Brenda Leo
- Toner – Vickie Smith/OMB Secretary

WHO TO CALL

- Janitorial – Brenda Leo (CC OMB Secretary)
- Purchasing Card- Karen Rodgers CC Shelby Reisinger
- WEX Card- Karen Rodgers CC Shelby Reisinger



**THANK YOU FOR
COMING TODAY!**



Prompt Payment Act 218.7--

- To provide for prompt payments by local governmental entities and their institutions and agencies.
- (b) To provide for interest payments on late payments made by local governmental entities and their institutions and agencies.
- (c) To provide for a dispute resolution process for payment of obligations.

Prompt Payment Act 218.7--

- (2) It is the policy of this state that payment for all purchases by local governmental entities be made in a timely manner.
- FS 218.70-80

Not VISA Payments!!!

Construction City No CEI Agent

20 Business Days to reject if not proper invoice

10 Business Days to pay after receipt of a proper invoice

What is a proper invoice?

When does the time period start

Does this apply to payments by VISA???

Goods & Services 218.73

- Timely payment —The time at which payment is due for a purchase
- (1) The **date** on which a **proper** invoice is received by the **chief disbursement officer** of the local governmental entity after **approval** by the **governing body**, if required; or
- Not VISA Payments!!!

Goods & Services 218.73

- (2) If a proper invoice is not received by the local governmental entity, the **date:**
 - (a) On which delivery of personal property is **accepted** by the local governmental entity;
 - (b) On which services are **completed**;
 - (c) On which the **rental period begins**; or
 - (d) On which the local governmental entity and vendor agree in a **contract** that provides dates relative to payment periods;

Construction Inspection CEI

4 Business Days to reject if not proper invoice

25 Business Days to pay

What is a proper invoice?

When does the time period start

Does this apply to payments by VISA???

Construction Payments 218.735

“Construction services” means all labor, services, and materials provided in connection with the construction, alteration, repair, demolition, reconstruction, or other improvements to real property.

Same rules apply

Must be a proper invoice

Must be stamped/dated when received (CEI & City)

Invoice Date- Critical

All invoices must be marked when received. All invoices are emailed to the Finance Department and the department. The date of receipt is the date of the email and if department is printing, the date needs to be time stamped or written on invoice

The payment due date for a local governmental entity for the purchase of goods or services is 45 business days after receipt of a proper invoice is received

Proper Invoice

- Unique Invoice Number
- Detail of items provided as per contract or Purchase Order
- Contract number
- Signatures If Required by Contract
- Releases of Liens
- Other Contract Requirements

Not a Proper Invoice

Return to vendor with details of what is missing on invoice within 10 business days of receipt

If invoice is sent and items or service are not complete return invoice immediately stating that it is an improper invoice and cannot be submitted until work or goods are received. Must be returned 10 business days from receipt.