



SECTION 22. BUDGET AND FISCAL MANAGEMENT

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, and Commissions.

C. PROCEDURES.

(1) Proper Invoices Required. All original invoices for payment must be emailed to AP@SeminoleClerk.org or submitted to the Comptroller's Office, P. O. Box 8080, Sanford, Florida 32772-0869 in the form of a Proper Invoice. A Proper Invoice is any invoice acceptable by the Clerk of the Circuit Court and Comptroller (Comptroller's Office), provided that the following information, at a minimum, is contained on such invoice:

- (a) Date of invoice
- (b) Name and address of vendor
- (c) Vendor remit address if different from (b)
- (d) Purchase Order Number, Work Order Number or Contract Number, as applicable
- (e) Description and quantity or items purchased or services rendered
- (f) Dates services are performed
- (g) County authorized purchase price of items and cost of services, as applicable, and
- (h) All other information required by the applicable contract, work order, purchase order, or similar instrument.

(2) Improper Invoice. Any invoice failing to meet the requirements of Section C(1) is an Improper Invoice and may be rejected.

(3) Receipt of All Invoices.

(a) The Comptroller's Office shall mark the receipt date, either electronically or manually, on all invoices received by Seminole County on the first day of business the invoice is received by the Comptroller's Office.

(b) To facilitate the efficient review of invoices by County Departments, the Comptroller's Office shall forward to the respective County Department, all invoices received, no later than the following business day the invoice is received by the Comptroller's Office.



(c) All invoices received by a County Department directly from a vendor must be forwarded to the Comptroller's Office no later than two (2) business days of receiving the invoice from the vendor, in order to mark the receipt date and to begin the approval and payment process.

(4) County Department Review of Invoices and Authorization for Payment.

(a) All invoices received from the Comptroller's Office must be reviewed by the County Department to determine if the invoice meets all of the requirements of a Proper Invoice.

(b) The invoice information must agree with the ordering document before the County Department authorizes payment and receives it in the accounting software. Once payment is authorized and no later than seven (7) business days from the receipt date on the invoice, the County Department shall submit the invoice and supporting documentation, which may include a: packing slip, bill of lading, and any other documentation substantiating the receipt of goods or services, to the Comptroller's Office for payment.

(c) If the invoice is determined by the County Department to be an Improper Invoice, the County Department shall notify the vendor and the Comptroller's Office within seven (7) business days of the receipt date on the invoice. The vendor should be informed as to what corrective action is required to submit a Proper Invoice to the Comptroller's Office for payment. The revised invoice should indicate it is a revised invoice.

(5) Comptroller's Office Payment Processing.

(a) No later than forty-five (45) days from the receipt date on the invoice, the Comptroller's Office shall audit and process all Proper Invoices for non-construction services authorized for payment by the County Department. No later than twenty (20) business days from the receipt date on the invoice, the Comptroller's Office shall audit and process all Proper Invoices for construction services authorized for payment by the County Department. Audits must include, but not be limited to, verification of a Proper Invoice and verification that the Proper Invoice agrees with the ordering document.

(b) Upon audit by the Comptroller's Office, if an invoice is deemed an Improper Invoice, the Comptroller's Office must return the Improper Invoice to the County Department for corrective action, and if needed, the County Department will contact the vendor to submit a Proper Invoice. Any revised invoice will be considered a new invoice and the Florida Prompt Payment Act timeframe and internal approval process will begin again.

(c) If the Comptroller's Office has not received authorization for payment from the County Department within seven (7) business days of receipt date on the invoice and there are no notes indicating reasons for the delay in the AP Solution Application, the Comptroller's Office may contact the respective County Department to request status of the payment authorization. Upon request, the County Department shall immediately



respond in writing the status of the payment authorization including reasons for the delay and estimated date of authorization.

(6) Dispute Resolution Procedure.

(a) In the event of a payment dispute over a submitted invoice, within seven (7) business days of the receipt date on the invoice, the County Department must submit a detailed explanation outlining the reasons for disapproval of payment to the Purchasing and Contracts Division Manager and the Comptroller's Office.

(b) Within seven (7) business days of receipt of a County Department's documentation for a payment disapproval, the Purchasing and Contracts Division Manager must determine whether or not payment should be made based upon a review of all of the information and documents related to the transaction. The Purchasing and Contracts Division Manager shall notify the vendor, the County Department and the Comptroller's Office of the decision.

(c) Upon receipt of the Purchasing and Contracts Division Manager's decision, the vendor has seven (7) business days to file a written appeal with the Deputy County Manager. If an appeal is not filed within this timeframe, the Purchasing and Contract Division Manager's decision is final. Within five (5) business days of receipt of an appeal, the Deputy County Manager must determine whether or not payment should be made. The decision by the Deputy County Manager is final.

(7) Invoice for Interest Payment.

(a) In the event a Proper Invoice is not processed for payment within the timeframes specified herein and as required by Chapter 218, Florida Statutes, the vendor may resubmit the Proper Invoice, which includes interest on the amount of the previously submitted Proper Invoice, or may submit a separate invoice seeking the payment of interest on the amount of the delinquent invoice. If the vendor submits a separate invoice for interest, the vendor's separate invoice must include a reference to the delinquent invoice, including, but not limited to: date of invoice, date of payment, invoice number, and all information required in Section C(1) above, for a Proper Invoice.

(b) The Comptroller's Office shall review and investigate all invoices seeking payment of interest within ten (10) business days of receipt to determine whether the interest payment should be authorized.

(c) If the Comptroller's Office determines that payment of interest is warranted, the Comptroller's Office must authorize and process payment from an account established within each fund for the payment of such interest and notify the respective County Department and Resource Management of such payment. In the event more than two (2) interest payments are made pertaining to a County Department, Resource Management must meet with the County Department in an effort to resolve any issues of delinquency in processing invoices for payment.

(d) If the Comptroller's Office determines that the payment of interest is not warranted, the Comptroller's Office must report its findings in writing to the Purchasing



and Contracts Division Manager. Within seven (7) business days of receiving the findings from the Comptroller's Office, the Purchasing and Contracts Division Manager must make a final decision regarding payment of interest and notify the Comptroller's Office of the decision. Based on the Purchasing and Contracts Division Manager's decision, the Comptroller's Office must make payment or notify the vendor that payment is not authorized and the reasons for nonpayment of the interest. The vendor may submit a written appeal of the decision, in accordance with Section C(6)(c) above.

(e) The Comptroller's Office shall publish a final interest payment report no later than December 31st following the close of the Fiscal Year and submit the report to the Resource Management Department with a copy to the County Manager.

D. AUTHORITY. Approved by the BCC September 19, 1989, Agenda Item D6
Resolution 2012-R-107 adopted June 12, 2012
Resolution 2020-R-97 adopted August 25, 2020