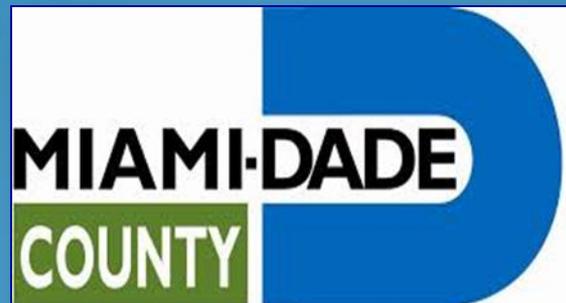


Welcome

Year-end 2013
Accounts Payable
Fiscal Year End Procedures Presentation
August 23, 2013



Year-end 2013

Accounts Payable Agenda

- Important Dates
- Voucher Payables
- Special Services Check Request (Refunds)
- Payments to CSBE Vendors
- Resolution Reminders
- Unclaimed Checks Process
- Delinquent Contractor List
- Construction Payable
- P-Card Reminders
- Accounts Payable Workflow Project

Year-end 2013



Important Dates

- Monday, September 16, 2013 - Authorized Forms Due
- Friday, September 27, 2013 - First Accounts Payable Cutoff
- Monday, September 30, 2013 - 1st Preliminary Reports
- Friday, October 4, 2013 (noon) – FINAL - Accounts Payable Cutoff
- Monday, October 7, 2013 – 2nd Preliminary Reports will be available
- Friday, October 11, 2013 - G/L Final Closing

Year-end 2013



Important Dates (Cont'd)

- All new reso/contracts to be entered need to be delivered by COB Wednesday September 18, 2013
- Pay close attention to Construction Payable deadlines

Year-end 2013

Monday, September 16, 2013

Last day to submit to Dania Diaz or Nieves Del Rio

- Accounts Payable Authorized Signature Forms
- Purchase and/or Travel Card Reconciliation Authorization Form
- Travel Authorization Signature Forms
- Wire Transfers Authorization Forms
- Accounts Payable Liaison Forms
- Purchasing/Travel County Credit Card Liaisons Form

Last day to submit to Anita Gibboney

- Travel Liaison Form

Year-end 2013

Monday, September 30, 2013 (Cont'd)

- Last day to create a Purchase Order for 2013 fiscal period appropriated funds.
- Accounts Payable
 - Please be certain that **all releases (POs) for prior year invoices are created prior to 9/30/13 (calendar)**, you **will not** be able to process the corresponding FYE 2012-13 invoices for the prior fiscal year, during the dates of October 1, 2013 through October 4, 2013 if PO is not created by 9/30/2013.
 - Please be certain that **all Change Orders to releases (POs) for prior year invoices are finalized by 9/30/13 (calendar)**, otherwise you **will not** be able to process the corresponding FYE 2012-13 invoices for the prior fiscal year, during the dates of October 1, 2013 through October 4, 2013.

Year-end 2013

Saturday, September 28, 2013

- Accounts Payable Staff will be on hand to receive invoices processed by your department.

Year-end 2013

Tuesday, October 1, 2013

✿ 1st day of fiscal year 13/14. (Note: **Both fiscal years are open**)

- ◆ Separate “Old Year Invoices” (2012/2013) from “New Year Invoices”(2013/2014).
- ◆ Deliver New Year invoices to a supervisor.

Marla, Meryyein, Nieves, Adriana or Dania

Year-end 2013

- **Accounts Payable Processing**

- For all Purchase Order Vouchers, the **“invoice received” date on PCHL 1500 is the key factor in differentiating between fiscal periods.** Please be certain that this input field properly **shows a date of 9/30/13 or prior** for all invoices pertaining to FY 2012-13. Voucher Document Sequence assigned will be VAXX13.
- Vouchers with the invoice received date **AFTER** 09/30/13 will post in Fiscal 13/14 and the document sequence assigned will be VAXX14.
- Service Periods should be “noted” in the description field of the Invoice Header screen (1500) in order to assist with accruals from October 1st to December 31st.

Year-end 2013

- PCHL1500 V5.1 MIAMI-DADE COUNTY ADPICS 5.1 08/29/2013
- LINK TO: INVOICE HEADER ENTRY 7:40 AM
- INVOICE SEQ : DOC TYPE : IV INVOICE ALL : N (Y/N)
- INVOICE NO/DESC : / SERVICE PERIOD
- ACTION INDICATOR : N INTF TYPE : IV VOUCHER NO :
- INVOICE DATE : DTE IVC REC: 9/30/13 ALT ACCT:
- PURCHASE ORDER NO : NOTE PAD : DEPT :
- PO DOC BALANCE : CR BAL :
- PROPERTY ID : IVC AMT: NET:
- VENDOR ID/SUFFIX :
- DBA NAME : HDR CR AMT :
- ADDRESS : MATCH TYPE:
- STATUS :
- CITY: ST: ZIP: CTRY:
- DISTRIBUTION METHOD: D SINGLE CHECK: N LETTERS SENT:
- FREIGHT : LIQ DAMAGES :
- OTHER CHARGES : F.O.B. POINT:
- DISC TERMS :
- REJECT CODE :
- SFX INDEX SUBOBJ USERCODE PROJCT PRJDTL GRANT GRNTDTL
- F1-HELP F2-SELECT F3-DELETE F4-PRIOR F5-NEXT F6-VIEW DOC
- F8-VIEW SUM F9-LINK F10-SAVE F11-VW ACCTG
- G461 - RECORD DOES NOT EXIST, PLEASE TRY AGAIN

Year-end 2013

- Accounts Payable (cont'd)
 - For all Direct Vouchers and Credit Memos, please be certain that the **effective date on screen PCHL 1800--vouchers OR PCHL 1700—credit memos is properly input (saved) as 9/30/13 or prior** for goods and services pertaining to FYE 2012-13.

NOTE: The effective date needs to be changed to 09/30/13 **PRIOR** to saving the document (F10).

Year-end 2013

- PCHL1800 V5.1 MIAMI-DADE COUNTY ADPICS 5.1 08/29/2013
- LINK TO: DIRECT VOUCHER HEADER ENTRY 7:48 AM
- DIR VOUCHER ID: DOC TYPE: DV EFF DATE : **9/30/13**
- ACTION IND : N DUE DATE: INTF TYPE : V1
- SINGLE CHECK : N CHECK NO: DOC REF NO :
- VEN INVOICE NO: /
- DEPARTMENT : FN02 FINANCE CONTROLLER'S DIV INVOICE DATE:
- CONTACT : INV RECPT DT:
- TELEPHONE : EXT: NOTE : N
- VOUCHER AMOUNT: STATUS:
- VENDOR ID/SFX : CREATE:
- DBA NAME :
- ADDRESS : ADDRESS NOT ON FILE UPDATE:
- POST :
- CITY : ST: ZIP: CTRY:
- DISCOUNT TERMS: NET TERM :
- DISTRIB METHOD: S REJECT CODE: CONTRACT ID :
- SFX INDEX SUBOBJ USERCODE PROJCT PRJDTL GRANT GRNTDT G/L SUB PCT%
-
-
-
- F1-HELP F2-SELECT F3-DELETE F4-PRIOR F5-NEXT F6-VIEW DOC
- F7-COPY F8-SEL TERMS F9-LINK F10-SAVE F11-VW ACCT
- G461 - RECORD DOES NOT EXIST, PLEASE TRY AGAIN

Year-end 2013

• PCHL1700 V5.1 MIAMI-DADE COUNTY ADPIC5 5.1 08/29/2013
• LINK TO: CREDIT MEMO HEADER ENTRY 7:49 AM

• CREDIT MEMO ID : DOC TYPE : CM EFF DATE : **9/30/13**
• ACTION IND : N CM DATE : INTF TYPE: PC
• VOUCHER ID : CRDT ALL : N (Y/N)
• VEN CM NO : OPEN PO : (Y/N) PO ID :
• DEPARTMENT : FN02 SINGLE CK: CHECK NO :
• CONTACT : STATUS:
• TELEPHONE : EXT CREATE:
• CM AMOUNT : UPDATE:
• VENDOR ID : POST :
• ADDRESS : ADDRESS NOT ON FILE NOTE : N

• CITY : ST: ZIP: CTRY:
• CM DESCRIPTION :
• FREIGHT : REF VEN INV NO :
• OTHER CHARGES : REJECT CODE :
• PRINT : N
• DIST METHOD:
• SFX INDEX SUBOBJ USERCODE PROJECT PRJDTL GRANT GRNTDTL

• F1-HELP F2-SELECT F3-DELETE F4-PRIOR F5-NEXT F6-VIEW DOC
• F8-SEL TERMS F9-LINK F10-SAVE F11-VW ACCT F12-PRINT
• G461 - RECORD DOES NOT EXIST, PLEASE TRY AGAIN

Year-end 2013

- ◆ Accounts Payable Processing (cont'd)
- ◆ PLEASE FORWARD INVOICES WITH VOUCHER SERIES (VAXX13/VNXX13), BY THE NEXT BUSINESS DAY.
 - Approval Path documents need to be monitored on a daily basis. You need to start cleaning up screens PCHL9210 and PCHL9212 so that there are no documents left unapproved or in error at year-end.

Year-end 2013

◆ Accounts Payable (continued)

- You have access to view all documents in Approval Path in On-Demand - A/P/APPRo4 Report, make note that documents designated "N/A" under the Approval Level are in No Post Status (NOPT) at the department level and need to be addressed ASAP if department wants it processed prior to year-end.

Year-end 2013

FAMF/DA/AP/APPR/o4 - DOCUMENTS IN APPROVAL STATUS

FAMK960J METROPOLITAN DADE COUNTY ACCOUNTS PAYABLE DOCUMENTS IN APPROVAL STATUS (AP04)											
DATE: 08/20/2013 PAGE: 11											
ORG	DOC TYPE	APPR LEVEL	DOCUMENT NUMBER	AMOUNT	INIT DEPT	CREATED BY	CREATED DATE	NOTEPAD EXISTS?	DAYS IN STATUS	DAYS IN SYSTEM	APPR STATUS
CO	DV	N/A	VNCO12005438	\$10.37		SMMARTN	08/16/2012		0	369	NOPT
			VNCO12005439	\$98.24		SMMARTN	08/16/2012		0	369	NOPT
			VNCO12005460	\$35.48		SMMARTN	08/16/2012		0	369	NOPT
			VNCO12005464	\$77.28		SMMARTN	08/16/2012		0	369	NOPT
			VNCO12005465	\$212.88		SMMARTN	08/16/2012		0	369	NOPT
			VNCO12005466	\$157.40		SMMARTN	08/16/2012		0	369	NOPT
			VNCO12005467	\$74.88		SMMARTN	08/16/2012		0	369	NOPT
			VNCO12005468	\$70.96		SMMARTN	08/16/2012		0	369	NOPT
			VNCO12005773	\$1,137.30		SMMARTN	08/25/2012		0	360	NOPT
			VNCO12006117	\$1,271.10		SMMARTN	08/27/2012		0	358	NOPT
			VNCO12006264	\$428.64		SMMARTN	08/28/2012		0	357	NOPT
			VNCO12006267	\$686.40		SMMARTN	08/28/2012		0	357	NOPT
			VNCO12006269	\$7,527.54		SMMARTN	08/28/2012		0	357	NOPT
			VNCO12006272	\$739.20		SMMARTN	08/28/2012		0	357	NOPT
			VNCO12006819	\$362.48		SMMARTN	09/18/2012		0	336	NOPT
			VNCO12007059	\$506.00		SMMARTN	09/21/2012		0	333	NOPT
			VNCO12007088	\$1,605.60		JCBERNA	09/21/2012		0	333	NOPT
			VNCO12007100	\$3,246.32		JCBERNA	09/21/2012		0	333	NOPT
			VNCO12007129	\$1,050.28		JCBERNA	09/21/2012		0	333	NOPT
			VNCO13000687	\$283.30		JCBERNA	11/02/2012		0	291	NOPT
			VNCO13001481	\$222.36		CEA	12/03/2012		0	260	NOPT
			VNCO13002593	\$132.09		GAR226	01/11/2013		0	221	NOPT
			VNCO13003748	\$883.20		SMMARTN	02/19/2013		0	182	NOPT
			VNCO13003858	\$898.88		JCBERNA	02/22/2013		0	179	NOPT
			VNCO13003859	\$13,898.44		JCBERNA	02/22/2013		0	179	NOPT
			VNCO13003881	\$200.70		JCBERNA	02/26/2013		0	175	NOPT
			VNCO13004065	\$15,394.48		SMMARTN	03/04/2013		0	169	NOPT
			VNCO13004090	\$855.60		JCBERNA	03/05/2013		0	168	NOPT
			VNCO13004096	\$855.60		JCBERNA	03/05/2013		0	168	NOPT
			VNCO13004501	\$145.62		JCBERNA	03/22/2013		0	151	NOPT
			VNCO13004504	\$1,892.43		JCBERNA	03/22/2013		0	151	NOPT
			VNCO13004572	\$1,872.76		JCBERNA	03/29/2013		0	144	NOPT
			VNCO13004675	\$1,926.72		JCBERNA	04/08/2013		0	134	NOPT
			VNCO13004677	\$454.92		JCBERNA	04/08/2013		0	134	NOPT
			VNCO13004679	\$588.72		JCBERNA	04/08/2013		0	134	NOPT
			VNCO13004681	\$481.68		JCBERNA	04/08/2013		0	134	NOPT

Year-end 2013

◆ Accounts Payable (continued)

- Purchase order vouchers will be posted in FY 2013 for all invoices received by **12:00 noon on Friday, October 4, 2013**. Vouchers in the system for which the invoices are not received will be **posted into the new FY 2013-14**.
- Invoices for Direct Vouchers and Credit Memos need to be received by **12:00 noon on Friday, October 4**; otherwise, they will be **rejected** to the initiator and will need to be re-approved FY 2013 – 2014.

Year-end 2013

Special Services Refund Update

- To be used **ONLY** for refunds under \$2,000.00
- Inquiry Phase is available for all to view on the intranet at:
 - <https://was8iap.miamidade.gov/SSC/index.do>
 - Sign in is the same as your current mainframe ID and Password to FAMIS.
- If an error message is received please contact Marilyn Crucet for assistance.
- Select “Check Search/Inquiry”.
- New rejected batches can now be re-submitted

Year-end 2013

miamidade.gov 

Special Services Check Requests

Finance - Home | Contact Us

[? Help](#)

Sign In

Enter Your :

Mainframe Id

Password

Select Function ** :

1b. View/ Update Rejected Batches

Welcome to the Special Services Check Requests (SSC) Website

To start - In the Login box on your left, please enter your FAMIS User ID, Password and the Function** you wish to access. Press enter or click login. For your protection, your User ID and Password will not show up again once you have typed it in and it is validated by the system.

** There are different functions within the SSC application, geared to different audiences:

- 1. Requesting Department:**
 - a. Upload Check Requests** >> Departments will use this function to upload, validate, and submit check request batches.
 - b. View / Update Rejected Batches** >> Departments will use this function to review, revise and resubmit rejected batches.
- 2. Finance Accounts Payable:**
 - a. Review / Approve Check Requests** >> Finance Accounts Payable staff will use this function to review check request batches and either approve them for transmittal, or reject them back to the originating department.
 - b. Transmit to Bank** >> Finance Accounts Payable staff will use this function to initiate the transmittal of approved batches to the bank (Wachovia).
 - c. Check Received/ Audit** >> Finance Accounts Payable staff will use this function to 1. Indicate that physical checks has been received; and, 2. Audit a Transmittal.
 - d. Check Status Change** >> Finance Accounts Payable staff will use this function to modify the 'Status' of checks.
- 3. All SSC Users:**
 - a. Check Search / Inquiry** >> Available to all users for follow-up research. Provides search capability using specific criteria.

Please note that "HELP" information will be available every step throughout the website. Please refer to this help for detail and useful information.
We appreciate any comments and/or suggestions by e-mail to: apsscsupport@miamidade.gov

[Home](#) | [Privacy Statement](#) | [Disclaimer](#) | [Using Our Site](#) | [About Us](#) | [Phone Directory](#) | [Contact Us](#)
© 2007 Miami-Dade County. All rights reserved. 

Year-end 2013

Payments to CSBE Vendors

- Payments to vendors participating in the “Community Small Business Enterprise Program”: (CSBE) have to be paid within 14 calendar days from receipt of billing to the County.
- Invoices should be stamped “EXPEDITE”, (CSBE, pay within 14 days).
- Please separate these stamped invoices from the daily work submitted to our office so staff can handle expeditiously.

Year-end 2013

Monday, September 30, 2013

- 1st Preliminary Reports are available

Resolution Conversion Reminder

- Resolution Conversion Definition
 - Switching from Direct Voucher payment to Purchase Orders.
 - Conversion Process (Creating Contract, BPO's, PC's, Posting of Invoices, & Generating/Posting of Vouchers).
 - **All Direct Voucher Payments associated with resolutions are to be forwarded to Finance Compliance Specialist for approval PRIOR to final disbursement.**
- Documentation Needed for Conversion
 - Completed 'Conversion Documentation Input Form'.
 - Copy of **Approved & Executed** Resolution.
 - Copy of **Signed** Contract Agreement.
 - Verification of **DPM registered** Vendor # on Contract Agreement.
- **ALL NEW RESO/CONTRACTS TO BE ENTERED NEED TO BE DELIVERED BY COB WEDNESDAY SEPTEMBER 18, 2013!!!**

Sample of Active DPM Registration

```
Session A - [24 x 80]
File Edit View Communication Actions Window Help
[Icons]
FAML9520 V5.1          MIAMI-DADE COUNTY 5.1 ONLINE FAMIS SYSTEM          09/13/2012
LINK TO:              VENDOR DETAIL - ADDRESSES                          5:26 PM

VENDOR NUMBER       : 650108258   COVANTA DADE RENEWABLE ENERGY LTD
VENDOR SUFFIX       : 01
ALTERNATE NAME      : COVANTA DADE RENEWABLE ENERGY LTD
DBA NAME            :
HEADER STATUS       : A ACTIVE
DETAIL STATUS       : A ACTIVE
DTL STATUS DATE     : 02/12/2010
DPM RGSTR           : A ACTIVE
DISCOUNT TERMS     :
EXPEDITOR CODE      :
DISBURSE TYPE       : 2
ALT VENDOR          :
START DATE          :
EXPIRATION DATE    :
CREATE DATE         : 02/12/2010
CREATED BY         : DANIELS
UPDATE DATE        : 08/23/2012
UPDATED BY         : BTCH
LAST PD DATE       : 08/23/2012
LAST BID DATE      :
SINGLE CHECK        : N
NOTE               : N

F1-HELP           F2-SELECT           F4-PRIOR           F5-NEXT           F6-HEADER
F7-MAIL CODE      F8-PAY INFO      F9-LINK            F11-MORE          F12-STATUS
G014 - RECORD FOUND

MA a
05/020
Connected to remote server/host ibmprd using port 23
HP LaserJet 1200 Series PCL on Ne03:
```

Resolution Conversion-Reminder

- Vendor Registration

- Verify that vendor is DPM registered in FAMIS screen 9520 or 9600 PRIOR to submitting paperwork to our office.
- If vendor is not registered have the vendor download the registration package at the DPM website & submit registration to DPM.

<http://www.miamidade.gov/procurement/vendor-enrollment.asp>

Resolution Conversion-Reminder

Ordinance Number 10-47 Adopted 07/08/2010

- Amended the Code of Miami-Dade to exempt certain transactions and purchases from the standard County vendor affidavit and registration requirements.
- Waiving of **regular** registration requirements for the following services:
 - Lease of vehicles for county officials
 - Engagement of honorariums or trainers
 - Historical preservation services
 - Rehabilitative services (such as courses/trainings for ex-offenders)
 - Cable and satellite services; video conferencing services
 - Dental services for inmates
 - Tutoring services
 - Animal medication purchases; animal care services and shipment of animals
 - Anti-venom purchases

Resolution Conversion-Reminder

- Business/Entity Information Form needs to be filled out by the vendor and provided to the user department with W-9 Form.
- This will be the form that vendors providing the above services will need to complete in order to be registered with Miami-Dade County and be paid timely.
- For more information on the form and process please contact ISD, Procurement Division, Vendor Services at 305-375-5773.

Business/Entity Information Form

Front

Back

Finance Department
111 NW 1st Street, Suite 2620
Miami, Florida 33128
www.miamidade.gov/finance

MIAMI-DADE COUNTY

Department of Procurement
Management
111 NW 1st Street, Suite 1300
Miami, Florida 33128
www.miamidade.gov/proc

BUSINESS/ENTITY INFORMATION FORM
Please type or complete in ink.

Prospective vendors are required to complete a Vendor Information Form for all transactions covered under Ordinance 10-47, amending Section 2-8.1 of the Code of Miami-Dade County. If the firm has been approved as a registered vendor by completing the new Vendor Registration Package in compliance with Section 2-8.1(b)(3) of the Code, this form is not required.

TO BE COMPLETED BY MIAMI-DADE COUNTY DEPARTMENT:

Department _____ Telephone Number _____
Contact Person _____ Title _____ E-mail Address _____

Services to be provided under Ordinance 10-47

<input type="checkbox"/> Performance	<input type="checkbox"/> Cable and Satellite Services	<input type="checkbox"/> Shipment of Animals
<input type="checkbox"/> Microwave	<input type="checkbox"/> Video Conferencing Services	<input type="checkbox"/> Auto Window Purchases
<input type="checkbox"/> Training Services	<input type="checkbox"/> Dental Services for Inmates	<input type="checkbox"/> Purchases of Land
<input type="checkbox"/> Historical Preservation	<input type="checkbox"/> Tutoring Services	<input type="checkbox"/> Car Leases for County Vehicles
<input type="checkbox"/> Rehabilitative Services	<input type="checkbox"/> Alcohol/Medication Purchases	

TO BE COMPLETED BY THE BUSINESS/ENTITY

1. **NAME OF BUSINESS/ENTITY:**
Enter the name of the entity, individual(s), partners, or corporation, followed by any other name used to do business (DBA). This business name shall appear on all invoices submitted to the County.
Name of Entity, Individual(s), Partners or Corporation _____
Doing Business As (DBA) (if same as above leave blank) _____

2a. **BUSINESS ADDRESS:**
Enter the physical address for the main office.
Street Address _____
City _____ State _____ Zip Code _____

2b. **PAYMENT REMITTANCE ADDRESS:**
Enter the company/entity's address where payment of invoices is to be mailed, if different from business address.
Street Address (or P.O. Box) _____
City _____ State _____ Zip Code _____

3. **CONTACT PERSON/ INFORMATION:**
Enter your firm's contact person's name and title.
 Mr. Ms. Mrs.
First Name _____ MI _____ Last Name _____
Title _____
Telephone Number _____ Fax Number _____
E-mail Address _____

North American Industry Classification System (NAICS)
4. The North American Industry Classification System (NAICS) is the standard used by Federal statistical agencies in classifying business establishments for the purpose of collecting, analyzing, and publishing statistical data related to the U.S. business economy.
 NAICS CODE _____
If you are an individual without a NAICS Code, please leave this section blank.

5. I have attached a W-9 statement, as required. (W-9 Instructions are attached.)
 A W-9 statement is required for processing payments. If you utilize a Social Security Number on this form, please be aware of the following information concerning the use of the Social Security Number.

Effective October 1, 2009, the Florida Legislature adopted new requirements under Section 116.07(15) of the Florida Statutes, relating to the collection and dissemination of Social Security Numbers by all "Agencies" in Florida. Under the new requirements, an agency may not collect an individual's Social Security Number unless the agency has stated in writing the purpose for its collection.

Please be aware that the Miami-Dade County Department of Procurement Management (County) collects Social Security Numbers from individuals, in lieu of a Federal Employer Identification Number (FEIN), if a FEIN has not been issued by the Internal Revenue Service for the individual/firm registering as an organization (vendor) or submitting an Organizational Certificate with the County. In order to establish a file for your firm, you must provide your firm's Federal Employer Identification Number (FEIN). If no FEIN exists, the Social Security Number of the owner or individual must be provided.

This number becomes your "Organizational Certificate Number". To comply with Section 119.07(1)(c) of the Florida Statutes relating to the collection of an individual's Social Security Number, the owner that owns the Social Security Number for the following purposes: (a) identification of individual account records, (b) to make payments to individual independent contractors for goods and services provided to Miami-Dade County, (c) Tax reporting purposes and/or (d) to provide a unique identifier in the vendor database that may be used for tracking and sorting departmental records.

If you have any questions concerning the use of your Social Security Number, you may contact the Department of Procurement Management, Vendor Assistance Unit at (305) 375-5773.

AFFIRMATIONS AND SIGNATURES

I affirm under penalty of perjury that the information that is provided in the Business/Entity Information Form is accurate.

Signed this _____ day of _____, 20____
Signed by: _____ Name of Firm: _____
Print Name: _____ Title: _____

Departments should submit the original completed form and W-9 Statement to:

Miami-Dade County
Finance Department
111 NW 1st Street, Suite 2620
Miami, Florida 33128
Telephone Number: (305) 375-5111
Fax Number: (305) 375-1732

06/11/2010 2

Unclaimed Checks Website

- **USE WEBSITE, IT'S BEEN AVAILABLE SINCE 11/2006**
- https://was8iap.miamidade.gov/UnClaimedChecks/1_0_sign_in.jsp
- **Please refer to Florida Statue 717 for the Timeliness of Payments.**
- **April 30, 2014 is the deadline to file with the State of Florida for unclaimed property; therefore, please clean out the stale dated checks for the 2012 and prior calendar years for your departments on or before March 31, 2014.**
- **Due Diligence letters are sent on a semi-annual basis in order to attempt to make contact with the payee (owners) of these unclaimed checks, but we still need your help!!**

Selection Page - Windows Internet Explorer provided by Miami-Dade County

http://wasiap.miamidade.gov/UnClaimedChecks/login.do

File Edit View Favorites Tools Help

Selection Page

miamidade.gov
Unclaimed Checks

MIAMI-DADE COUNTY

Finance Home | GASB 34 | Forms | Policies And Procedures | Reports | Contact Us

Welcome to the Unclaimed Checks Research System [Help](#) | [Logout](#)

Please research the Unclaimed Vendor Checks Issued in payment for invoices processed by Libraries
Using your mouse, select either of the two options below.

At any point during your session, you may come back to this selection page by clicking on the "Change Selection" button on the Selection Criteria line above the search results list.

Selection Options

1. Select by clicking the number under the column you wish to see.

Libraries Unclaimed Checks:

Days Outstanding	61 - 120 Days	121 - 240 Days	241 - 360 Days	Over 360 Days	All Checks
Dept. Count:	3	9	2	12	26

--- OR ---

2. Select by filling in the information requested and clicking search.

Countywide Unclaimed Checks, All Departments by:

Vendor Number (FEIN):

--- OR ---

Vendor Name (Partial):

[Home](#) | [Privacy Statement](#) | [Disclaimer](#) | [Using Our Site](#) | [About Us](#) | [Phone Directory](#) | [Contact Us](#)

© 2008 Miami-Dade County. All rights reserved.

MIAMI-DADE COUNTY

Local intranet 100%

Unclaimed Checks Results - Windows Internet Explorer provided by Miami-Dade County

http://waslap.miamidade.gov/UnClaimedChecks/resultChk.do?dept=LB&caseno=

File Edit View Favorites Tools Help

Unclaimed Checks Results

miamidade.gov Unclaimed Checks

Finance Home | GASB 34 | Forms | Policies And Procedures | Reports | Contact Us

MIAMI-DADE COUNTY

Unclaimed Check Results

CSV | Excel | Printer Friendly | Help | Logout

Selection Criteria Entered: All Checks

Check Number	Vendor Name	Vendor Suffix	Check Amount	Payment Date	Days Aged	Voucher Number	Voucher Suffix	Voucher Amount	Vendor Invoice	Department	Email Research Feedback	Feedback Received? Click to View
Check Information						Voucher Information						
01897202	ROLANDO C PROL	01	\$47.63	09/06/06	1826	VNLB06010745	01	\$7.57		LIBRARIES	Submit Feedback	Y
						VNLB06010746	01	\$13.80		LIBRARIES		
						VNLB06010747	01	\$26.26		LIBRARIES		
02159899	CITY OF CORAL GABLES	02	\$20.83	10/07/08	1064	VNLB08014348	01	\$20.83	WR-503660	LIBRARIES	Submit Feedback	N
02194881	BRUCE DOUGLASS	01	\$23.99	01/27/09	952	VNLB09002880	01	\$23.99		LIBRARIES	Submit Feedback	N
02254535	MELINDA BRAVO	01	\$6.60	08/11/09	756	VNLB09009493	01	\$6.60		LIBRARIES	Submit Feedback	N
02258635	SHARON	01	\$19.25	08/25/09	742	VNLB09010344	01	\$19.25		LIBRARIES	Submit	N

Done Local intranet 100%

Perez, Yesenia (FIN)

From: lcp@miamidade.gov
Sent: Thursday, May 27, 2010 1:40 PM
To: FNUNCLAIMED (FIN)
Cc: Puig, Carol (MDFR)
Subject: Results of Unclaimed Check Analysis - Check # 02274718 / Caraballo Locksmith

**Miami-Dade County
Stephen P. Clark Center
Finance Department
Controller's Division
Accounts Payable Section
111 N.W. 1st Street - Suite2620
Miami, Florida 33128-1995**

UNCLAIMED CHECK- STOP PAYMENT AUTHORIZATION FORM

Miami-Dade County's check # 02274718 dated 10/14/2009 in the amount of \$6.01 payable to Caraballo Locksmith is unclaimed.

Based on research conducted by Fire Department, please take the following action :

OTHER ACTION(S) TO BE TAKEN :

- Other reason not specified. (Provide details in the comments section below.)

Comments : Spoke with Lilliam at Caraballo Locksmith and since the check is just for \$6.00, she told me to disregard. Do not reissue the check.

Requested by:

Date:

Approved by: *(Accounts Payable Supervisor, Assistant Controller, or Controller Only)*

Date:



Miami-Dade County
Finance Department
Attn: Accounts Payable
111 N.W. 1st Street, Suite 2620
Miami, FL 33128-1980
Office: (305) 375-5111

Vendor Lost/State Dated Check Replacement Affidavit
(Complete fillable form, print, sign, notarize and mail to address shown above)

State of _____

County of _____

I, _____, on behalf of _____ whose
(Print name of Person) (Corporation Name if applicable, if not write N/A)

address is, _____
Address City State Zip

Being duly sworn and state that;

I am/we are the legal and beneficial owner(s) of a Miami-Dade County check number _____ issued in the sum of _____. The condition of this
(Amount on Check)

obligation is such that a County check number _____ was issued to _____ on _____, 20____ and that this check
(Individual Name or Corporation Name)

number _____ has been lost/not been received and/or state
(Please circle one)

dated and that _____ has not received a subsequent payment for
(Individual Name or Corporation Name)

the same goods and services. In consideration of the loss of said check number, a replacement check in the same amount is being requested to be issued to _____
(Individual Name or Corporation Name)

I/We, _____, am/are fully aware that if the original check for
(Individual Name or Corporation Name)

which this replacement check is drawn should ever be presented and paid; I/we will be obligated

to pay the Board of County Commissioners of Miami-Dade County the sum of _____
(Amount on Check)

REV. 11/2008

I/We, _____, understand that if the lost check is found or
(Individual Name or Corporation Name)

presented to me, that I/we must write VOID on the check and return the check to

Miami-Dade County, Finance Department, Attn: Accounts Payable Unit, 111 N.W. 1st Street, Suite 2620, Miami, FL 33128-1980; which is the same address indicated above on this form.

In Witness whereof, the party hereto has set his/her hands and signed at:

INDIVIDUAL:

Signature: _____

Printed name: _____

Date: _____

Telephone Number: _____

OR

CORPORATION:

Name of Corporation or entity: _____

Employer Identification Number: _____

Signature: _____

Print Name: _____

Title: _____

Date: _____

Telephone Number: _____

Subscribed and sworn to before me this _____ day of _____, 20____.

My commission expires: _____

Notary Public in the State of _____

REV. 11/2008

2

Miami-Dade County
Stephen P. Clark Center
Finance Department
Accounts Payable Division
111 N.W. 1st Street - Suite 2620
Miami, Florida 33128-1995

STALE DATED CHECKS - STOP PAYMENT AUTHORIZATION FORM
(Departmental Use Only)¹

Miami-Dade County's check # _____ dated _____ in the amount of
\$ _____ payable to _____ is stale dated.
Based on research conducted by the _____ department,

(Name of County Dept. and employee)

(Please check off appropriate description)

_____ 1) check was lost/not received by the vendor and no subsequent payment has been issued, therefore payment is currently due. A stop payment and replacement check is hereby requested for payment as long as the vendor signs a **LOST CHECK REPLACEMENT FORM** (affidavit) and submits it to Accounts Payable Section.

Comments: _____

Vendor contact person: Name: _____ Phone _____ Fax# _____

_____ 2) a subsequent payment was issued to the vendor with check or ACH # _____, therefore, this check must be voided and canceled in the system.

Comments: _____

_____ 3) the check was issued to an incorrect vendor; therefore, this check must be voided and a new one issued to vendor (name) _____ vendor # _____

Comments: _____

Vendor contact person: Name: _____ phone _____ Fax# _____

_____ 4) other reason not specified above: _____

Requested by: (Department Supervisor)

Date:

Approved by: (Accounts Payable, Supervisor, Controller or Assistant Controller Only)

Date:

File Name: Stale Dated Outstanding Checks/Stop Payment Authorization Form

Year-end 2013

REGISTRY OF DELINQUENT CONTRACTORS ADMINISTRATIVE ORDER 3-29

- ✓ A web application on the Finance Intranet with search capabilities and additional information.
<http://intra.miamidade.gov/finance/delinquent-contractors.asp>
- ✓ A reminder is sent by Finance (Yesenia Perez) on the 10th working day of each month to the department liaison.
- ✓ Please have your department liaison provide the required information to Yesenia Perez no later than the 15th of each month.

Year-end 2013

REGISTRY OF DELINQUENT CONTRACTORS ADMINISTRATIVE ORDER 3-29

- ✓ Important information that needs to be present in the delinquent vendor list sent to Finance:
 - FEID number of the contractor/vendor.
 - “As of Date”
- ✓ If your list is not sent monthly vendors that were blocked the previous month will **NOT** be deleted from the system when monthly information is uploaded.
 - Please note that the County can be held liable if a payment is made to a delinquent vendor.

Year-end 2013

Monday, October 07, 2013

2nd Preliminary reports available

Year-end 2013

Accounts Payable Reminders

- Procedure 606 can be found in the County Procedures manual at <http://intra.miamidade.gov/managementandbudget/library/procedures/606.pdf>

PROCESSING PAYMENTS FOR PURCHASES

SUMMARY

This procedure explains how to pay invoices which are supported by a Miami-Dade County Purchase Order, the forms, and signatures required.

PROCEDURE

1. Check each item delivered against the vendor's delivery receipt. Make any necessary corrections on the delivery receipt before it is signed and dated. Ensure that all items received are the ones outlined on the Purchase Order/contract and are in good condition. Also, purchase order must be created prior to goods and services being delivered and/or rendered. It is also the responsibility of the department to validate contract terms when approving invoices. Thus, ensure vendor is properly billing the County for goods and services received and in accordance with terms outlined in the contract (i.e. pricing, freight terms, etc.).
2. Invoices must be date stamped upon receipt at 'any' County facility (this date is not the date received in the departments' Accounts Payable Section) as this will determine the 'due date' based on the contract terms.
3. Upon receipt of invoice from the vendor, compare items being billed to items received and agree to contract terms (quantity, unit price, etc.). Vendor name and remit address on the invoice must match with the vendor information in FAMIS (FAML9520/9530 – as established utilizing the W-9 or W-8 (foreign vendors) submitted by the vendor, the vendor registration form and/or as registered with the State the company is incorporated in).
4. Vendor name on invoices for payments associated with Community Based Organizations (CBO's) contracts, agreements, contract amendments, etc.; need to match throughout the contract/agreement to the vendor name on vendor's file in FAMIS.
5. Obtain appropriate payment authorized signatures (printed name is also required), approval date and code invoice appropriately. Note invoices cannot be modified for an increase in quantity or cost; vendor must re-submit a corrected invoice. The invoices should not contain scratched off (white out) amounts.
6. Handwritten invoices containing item counts with manual totals (i.e. not computer generated) should be submitted with a calculator tape in order to confirm that the totals are correct and verified during the final auditing process.
7. Payment of invoices should be for goods and services received or rendered, i.e. no advance payments are to be made unless allowable per contract.
8. If freight costs need to be paid, due to an emergency, please circle and initial these costs on the invoice as confirmation for payment and/or include the amount in the freight field (ADPICS screen PCHL-1500).
9. Input invoice(s) in the ADPICS/FAMIS Accounts Payable Module. Write down invoice sequence number (IV) generated by system on the invoice. Post invoice and write generated voucher number (VA) on face of invoice as well. Payment documents should clearly show the following: document numbers (invoice and voucher number, index code, sub-object, vendor number, vendor suffix, purchase order number/resolution number, amount to be paid and authorizing

- signature including a printed version of the signer's name, and date signed.
10. If the invoice is to be charged to a 'different' index code than the one originally used to encumber it when the purchase order was created, then the 'alternative accounting' method should be used when processing the invoice in ADPICS. This method allows users the opportunity of distributing charges to index codes other than the index codes used on the original purchase order document.
11. Requests for "single checks" to be issued to a vendor (Single Check Field) rather than comingling payment with other departmental invoices needs to be pre-approved in writing by the Department's Accounts Payable Supervisor prior to delivery of invoice to the Finance Department – Accounts Payable Section.
12. Original coded invoices along with supporting documentation, as deemed necessary (i.e. contract, agreement, resolution, inserts, emails, delivery receipts, etc.) have to be delivered to the Accounts Payable Section of the Finance Department. All invoices for payments of safety shoes, temporary personnel services, and water services must be accompanied by the delivery ticket; all other delivery tickets, if not forwarded to Finance, should be maintained at the department for audit trail purposes for period required under State retention schedules.
13. When the original invoice is not available and a copy is used for payment, it needs to be stamped "Researched, not previously paid", with the proper original authorizing signature, (please do not use black ink) to demonstrate the department has researched and ascertained the invoice has not been previously paid.
14. When an invoice is returned to the vendor for any reason, i.e. such as non-delivery/performance of goods and/or services, the vendor needs to re-submit the invoice with a 'new' invoice date noting the most recent date of delivery of goods and/or service provided.
15. Departments need to provide written justification for checks that need to be held (HOLD tickets) for pick up by either the vendor or departmental personnel.
16. Payments for CBO's (Community Based Organizations) should be stamped "Support Documentation maintained at the Department" if all supporting documents are not forwarded to the Finance Department. Payment requests and support submitted to the Finance Department should contain, at a minimum, copies of the pages that clearly state the individual/entity the County is paying, amount payable, address, service period, award/agreement amount and executed signature pages.
17. Invoices older than six (6) months, that total more than \$1000, need to be accompanied by a memorandum to the Assistant Controller over Accounts Payable or the Accounts Payable Manager. The memo needs to explain the reasons for the delay/tardiness of processing and be approved by an authorized signature as maintained in the Accounts Payable Section. Please note that the signature cannot be a photo copy, it needs to be an original signature. This justification will be provided to the Board (in memorandum format) on the 'Annual Prompt Payment' report if interest is claimed and paid to the vendor.
18. Departments need to ensure that the index codes, vendor numbers and suffixes used to process invoices are not closed, expired or blocked. Departments are responsible for ensuring sub-object code (FAML 5200) is appropriate for the items/services being purchased/rendered and IRS 1099 reportable when applicable.
19. Payments for 'functions' (i.e. conferences, seminars, etc.) need to include a copy of the function's agenda, attendee list and any additional inserts that help support the particular conference, seminar, etc. the check is being issued for.
20. Cancellation of vouchers already in process must be requested in writing, via email, clearly showing stipulated "holder" of the invoice, document number generated by ADPICS (i.e. IV, VA

Procedure Number: 606
Effective Date: 01/13

- and/or VN) amount and reason for cancellation.
21. Departments need to clearly identify invoices to pay small businesses, i.e. SBE and CSBE firms in order to facilitate the prompt payment of these invoices; within 14 days for CSBE firms and 30 days for SBE's as mandated by County Code Section 10-33.02 and Section 2-8.1.1.1.1.1 respectively. These invoices should be stamped "EXPEDITE, SBE OR CSBE" and submitted separately from the regular work to the Finance Department – Accounts Payable Section so they can be easily identified by our staff and handled expeditiously.
 22. Authorization from the Office of Management and Budget must be provided on all EDP (Equitable Distribution Program) work orders.
 23. When processing construction contract invoices, the following sequence needs to be used as your invoice number: Contract or Project#, Work Order#, Requisition# (i.e. 200040031-WO1-Req1). When processing consultant contract invoices (type of contract (EDP & PSA) the following sequence needs to be used as your invoice: actual invoice number when provided by the vendor, if vendor is not using a unique invoice sequence number, follow the same format as the construction invoices.
 24. Invoices paid under BCC approved resolutions are processed utilizing the Construction Contracts Module in ADPICS as a means of tracking payments paid to total authorized amount. A contract is created once documentation and "Conversion Input Form" is received by the Finance Department's Accounts Payable Section. Documentation includes the executed resolution, executed contract/services agreements, index code, sub-object and vendor registration verification. Following the creation of the contract, a BPO and Purchase Order (PCXX) are created. Once an approved invoice is received for payment, it is inputted into the ADPICS Construction Contracts Module against the corresponding purchase order (PC). The system will automatically generate the invoice sequence number (i.e. ICXX). The invoice is then posted by segregated staff within the Accounts Payable staff and the system will generate the corresponding voucher number (i.e. CVXX). Final posting of voucher into FAMIS is required prior to issuance of payment to vendor, also a segregated function.

CONTACT(S):
Department/Division
Finance Department/Controller's Division/Accounts Payable Section

REFERENCE DOCUMENT(S):
Administrative Order 3-38, Purchase of Commodities and Services

Year-end 2013

Construction Contracts Payable

Friday Noon , September 27, 2013

Last day to Submit:

- Construction or PSA contracts and purchase orders (releases).
- Notice: If releases are not created on or before 9/30/2013, departments will not be able to process invoices utilizing FY 2013 appropriation funds. The voucher will default to the new fiscal year.
- PO Change order cut-off.

Year-end 2013

Construction Contracts Payable

Deadlines for Construction and Consultant Payments

- Payments Issued through Accounts Payable:
Thursday Noon, October 3, 2013

- Payments Issued through IWA: Monday, September 30, 2013.

Year-end 2013

Construction Contracts Payable (Cont'd)

- **ADPICS screen PCHL1500:**

- Invoices for services and/or goods received in fiscal year 2013 should reflect a “received date” on or before 9/30/2013. If the correct date is used, the system will generate an invoice ICXX13 document sequence.
- If the invoice **received date** reflects a date beyond **09/30/13**, the document sequence assigned will be CVXX14 and the invoice will post in fiscal year 2014.
- **Inserting the correct received date is the key to defining the posting of invoices in the proper fiscal period.**

PCHL1500 V5.1	MIAMI-DADE COUNTY ADPICS 5.1	09/12/2013				
LINK TO:	INVOICE HEADER ENTRY				2:07 PM	
INVOICE SEQ :		DOC TYPE : IV			INVOICE ALL : N (Y/N)	
INVOICE NO/DESC :	<u>20040031-WO1-Req1</u> / SERVICE PERIOD (e.g. Aug 1 – Aug 31, 2013)					
ACTION INDICATOR :	N	INTF TYPE : IV			VOUCHER NO :	
INVOICE DATE :		DTE IVC REC : 9/30/13			ALT ACCT:	
PURCHASE ORDER NO :		NOTE PAD :			DEPT :	
PO DOC BALANCE :		CR BAL :				
PROPERTY ID :		IVC AMT:			NET:	
VENDOR ID/SUFFIX :						
DBA NAME :					HDR CR AMT :	
ADDRESS :					MATCH TYPE:	
					STATUS :	
	CITY:		ST:		ZIP:	CTRY:
DISTRIBUTION METHOD: D		SINGLE CHECK: N				LETTERS SENT:
FREIGHT :		LIQ DAMAGES :				
OTHER CHARGES :						F.O.B. POINT :
						DISC TERMS :
						REJECT CODE :
SFX INDEX	SUBOBJ	USERCODE	PROJCT	PRJDTL	GRANT	GRNTDTL
F1-HELP	F2-SELECT	F3-DELETE	F4-PRIOR	F5-NEXT	F6-VIEW DOC	
	F8-VIEW SUM	F9-LINK	F10-SAVE	F11-VW ACCTG		
G641 - RECORD DOES NOT EXIST, PLEASE TRY AGAIN						

Year-end 2013

Construction Contracts Payable (Cont'd)

To expedite work orders (Purchase Orders) and payments, please provide all necessary documents or information:

- A signed Work Order and an authorization assignment if necessary (EDP projects, Surveys, testing, Environmental Test).
- Remember that MCC Projects/P.O. have an extra approval path (ISD). Please plan accordingly, especially if you have invoices for expenditures incurred during FY 12/13.
- When recording invoices, please remember to check screen 2363 for retainage percentage set up in the P.O.
- When entering invoice numbers, please follow the following formats: **Project #-Work order #-Req/Inv/Est #** for construction, or actual invoice number for consultants if available. Example: (20040031-WO1-Req1).

Year-end 2013

Capital Funds

- Departments responsible for administering funds and sub-funds with fund type CB, CO & CI should ascertain that the sub-funds' balance do not end with a negative cash balance (G/L 101) .
- Capital sub-objects under the 9' series should not be used for regular operational expenses (equipment rentals, building rentals, maintenance and repair, etc.).
- Journal entries to capital funds for construction projects should contain the construction project number in the description

P-Card Reminders

- Review monthly reconciliation carefully & question those items that do not appear to be for the proper use of public funds and/or not eligible.
 - Parking Citations
 - Plants
 - Food
 - Parties
- Avoid fees imposed by the airlines for calling customer service and ordering a paper ticket – use (e-tickets).
- Travel Requests should be properly authorized by the Office of the Mayor or designee when applicable.

P-Card Reminders (Continued)

- No premium air fares allowed.
- Avoid splitting purchases unless it's part of the normal course of business.
 - Building Permits
 - Registrations
- If sales tax is charged please try to get reimbursed.

P/T- Credit Card Reminders (Continued)

- **Hurricane/POD card Reminder**-When a “Hurricane Watch” is declared by local authorities all P-cards which are approved annually by the Department Directors via the ‘Hurricane Form’ will be raised to their appropriate levels. **POD** cards will also be increased to their ‘normal’ set limits.
- **Reminder to cardholders – NO cardholder** is allowed to share their assigned credit card number with any other County employee. This is clearly stated in the P-card agreement signed by the cardholder and Department Director. This is done for the protection of the credit card program/County. All transactions have be completed by the cardholder themselves. (i.e. job advertisings for job openings)
- **Sunpass** – As per the Mayor’s directive, **ALL** departments must have Sunpass transponders assigned to all their fleet vehicles. These payments **must** be made with a county issued P-card. Departments are responsible for tracking the assignment of these transponders to assigned staff and corresponding vehicle tag numbers with the Sunpass vendor.

P-Card Authorization Form

Miami-Dade County
Purchase and/or Travel Card Reconciliation Authorization
Fiscal Year 2012/2013

Department/Agency/Division _____

Approved By: _____ Date: _____

Department Director
(NO SIGNATURE STAMP)

Department Director Name
(PLEASE PRINT OR TYPE)

Return by Monday, September 17, 2012

Return to: Dania Diaz, Finance Department, 111 N.W. 1st Street - Suite 2620

This form lists the names of the individual(s) authorized by the department director, in addition to him/herself, to be responsible for authorizing the departmental reconciliations of the County's Purchase and/or Travel Credit Card(s). Please note that these signatures are not for the actual cardholders, in addition these individuals must authorize reconciliations other than their own if applicable. Travel Cards are to be used only for transportation charges as outlined in A.O. 6-1 (Travel on County Business). Purchase Cards must follow the County procurement rules and regulations as outlined in A.O. 3-38 (Master Procurement). These cards **MUST NOT** be used for personal use. This form is only for those authorizing purchases only, not for the cardholders.

This authorization, unless changed due to employee transfers, terminations or a re-assignment of duties, will be effective for the fiscal year ending September 30, 2013.

Any changes due to transfers, terminations or re-assignments must be reported immediately to the Finance Department. If so, please make a **brief footnote on a copy of this form** explaining the cause/reason for the change(s) and forward to our office. Only a change in department director will require the completion of a new authorization form in its entirety.

This signature form is maintained in departmental order as proof of authorization for the processing of reconciliations submitted for payment, in the Finance Department, Controller's Division-Accounts Payable Unit.

NAME TYPE OR PRINT	Purchase(P) and/or Travel(T) Card or ALL for ALL Types of Cards	AUTHORIZING SIGNATURE* (PLEASE USE BLUE INK)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____



- This form is for signatures that authorize the P-Card reconciliations. (Sign in Blue ink – to verify original and not a copy of the form)
- Only people who are authorized to sign off on card charges for their department need to sign this form.
- Cardholders do not sign this, with the exception of authorizing charges other than their own card. (Cardholders can't sign for their own charges, but can authorize others, if the Dept. Director allows.)
- Make sure to mark the center section as P (purchase card charges only), T (travel card charges only), All (for all types of charges)

*PLEASE SIGN EXACTLY IN THE MANNER WHICH YOU WILL BE APPROVING ALL RECONCILIATIONS.
Vend-P-card Authorization 2011

P/T-Credit Card Liaison (Coordinator) Form

Miami-Dade County
Purchasing/Travel County Credit Card Liaisons

Department/Agency: _____ Date: _____

DEPARTMENT DIRECTOR
(NO SIGNATURE STAMP)

DEPARTMENT DIRECTOR'S NAME
(PLEASE PRINT OR TYPE NAME)

Return by, Monday, September 17, 2012

Return to: Dania Diaz, Finance Department, 111 N.W. 1st Street - Suite 2620.

DEPARTMENT: _____

DIVISION: _____

SECTION: _____

The above noted department has designated the person listed below to act as the Credit Card Liaison (Purchasing/Travel County Credit Card Liaisons) for the 2012-13 fiscal years:

NAME* _____

LOCATION: _____

TELEPHONE NO.: _____

FAX NO.: _____

E-MAIL ADDRESS: _____

* This is the individual(s) who will serve as our point of contact between the department and Finance Department P-Card Program Administrator(s) or accounts payable staff for additional information on the County issued credit card (i.e. concerns, problems, issues) and/or new items related to the "Program". This individual(s) will also receive all written notifications that pertain to the County's Credit Card Program or the Bank's program "WORKS".

* Please provide a separate form for each individual liaison.

Yend - P-Card Coordinator - 2012-13

- This form is for Liaison/Coordinators for the Agency/Section/Division within each Department. (Sign in Blue ink – to verify original and not a copy of the form)
- Only individuals who are authorized to receive emails from the Finance Department or the Works program, related to any P/T-Cards should be listed on this form.
- It is highly recommended that there be more than one coordinator for the department in case someone is out of the office.
- A separate form must be filled out for each Coordinator.

Accounts Payable Imaging and Workflow Automation (IWA)

- ❑ **Departments currently in production:**
 - Audit & Management Services
 - Finance
 - Management & Budget
 - Information Technology
- ❑ **IWA Enhancements will be moved to Production soon**
- ❑ **Rollout to other County departments will begin immediately after enhancements are on Production**
 - ❑ Departments for next rollout have not been identified.