

Memorandum



Date: _____

To: Hilda Garcia
Systems Support Section, Controller's Division
Finance Department

From: _____

Subject: 2012-13 Fiscal Year – Debt Arrearage Ordinance/A.O. No. 3-29 Liaison

All County departments/agencies that administer contracts are responsible for identifying any contractors that are in arrears on County contracts, have final non-appealable judgments or liens that exceed \$25,000 and have been delinquent for greater than 180 days. The departmental liaison must provide the required information to the Finance Department, Systems Support Section, no later than the 15th day of each month. Information can be emailed to Hilda Garcia at hxg@miamidade.gov.

Any changes due to transfers, terminations or re-assignments must be reported immediately to the Finance Department.

Return by Monday, September 17, 2012

Return form to Hilda Garcia, Finance Department, 111 NW 1st Street, Suite 2620

The department has designated the person listed below to act as Debt Arrearage Ordinance/A.O. No. 3-29 Liaison for the 2012-13 fiscal year:

NAME:* _____

LOCATION: _____

TELEPHONE: _____

E-MAIL: _____

DEPARTMENT: _____

DIVISION: _____

SECTION: _____

* This is the individual who will be responsible for gathering and furnishing the information necessary for the Finance Department to maintain the Registry of Delinquent Contractors pursuant to Administrative Order No. 3-29 and who shall act as liaison for the 2012-13 fiscal year and will be notified concerning the Registry during the year.