Miami-Dade County
Vendor Payment Process

VENDOR SUBMITS INVOICE TO AGENCY.

DEPARTMENT RECEIVING GOODS OR SERVICES VERIFIES THE INVOICE IS COMPLETE AND ACCURATE:

- Verifies goods/services were received
- Seeks Prevailing Approval
- Prepares Payment Request and sends to the Controller's Office

CONTROLLER'S OFFICE AUDITS PAYMENT REQUEST:

- Validates approvals
- Confirms legality
- Verifies compliance with applicable rules and regulations
- Ensures proper financial reporting

PAYMENT IS MADE.

Carlos Alvarez
Mayor

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Miami-Dade County provides equal access and equal opportunity in employment and services and does not discriminate on the basis of disability. "It is the policy of Miami-Dade County to comply with all of the requirements of the Americans with Disabilities Act."

Finance Department
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Phone: 305-375-5111 • Fax: 305-375-1730
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Vendor's Guide to Payment Process

Help us serve you better by following our guidelines.

MIAMI-DADE COUNTY

We at Miami-Dade County value our vendor business relationships. It is our goal to pay vendors promptly and accurately. We aim to ensure accuracy, reliability and timeliness in our disbursement process by providing innovative ways of servicing our vendor community.

One way we are addressing your needs is through the "ACH Program" which enables us to electronically transmit payments directly to your bank account. We encourage you to enroll in this program if you have not already done so.

Submission of a complete, timely and responsive invoice will also assist us in expediting payments.

Please take the time to review the steps we have listed in this brochure when submitting an invoice for payment.

We are committed to servicing our vendors and earning their confidence in our ability to provide excellence in our payment practices.

Rachel E. Baum, Finance Director

What is Prompt Payment?

Prompt payment is the County's commitment to expedite and insure timeliness of payment. Our goal is to pay according to your contract terms. We now provide vendors with the option of having payments transmitted electronically into their bank accounts. For information on how to sign up, visit our website: **www. miamidade.gov/finance** or call **(305) 375-5111** and ask about ACH options. Also for vendor payment information, please visit our **'Vendor Payment Inquiry'** website: at **www. miamidade.gov/finance/vpayments.asp** This site presents invoice and payment information to our vendors providing assistance in expediting payment inquiries.

How can you prevent payment delays?

We value the vendor relationship and are committed to paying for goods and services within contract terms.

- Submit a complete and responsive invoice.
- Make sure that the Controller's Office has your correct taxpayer ID number on file.
- Make sure your remittance address on the invoice is correct.
- Submit the invoice to the proper billing address.
- Make sure that insurance is in effect, if required under the contract.
- Make sure your contract has been properly executed before performing or delivering any goods or services.
- Resolve any outstanding disputes before submitting an invoice.

What is a complete and responsive invoice?

We value paying on a timely basis, but we can only do so with your cooperation.

- It includes your business name and correct remittance address.
- It references a unique invoice number and invoice date.
- The invoice should not be dated prior to the date goods and services are received.
- It is for goods or services we have ordered and received.
- It states the County's purchase order number.
- Charges correspond with the order, and/or contract terms.