

ATTACHMENT C

SOP and MDT Invoice Payment Form

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Procedure Number: 606-Transit Grant Invoices

Effective Date: 06/11

PROCESSING PAYMENTS FOR PURCHASES BY MIAMI-DADE COUNTY TRANSIT DEPARTMENT FOR ALL GRANT RELATED EXPENDITURES

SUMMARY

This procedure explains how to make payments on invoices which are supported by a Miami-Dade County Purchase Order, construction related or as a direct voucher for all grant funded expenses processed by Miami-Dade County Transit Department (MDT) it also explains the forms and signatures required.

PROCEDURE

1. Check each item delivered against the vendor's delivery receipt or project worksheet. Make any necessary corrections on the delivery receipt before it is signed. Ensure that all items received are the ones outlined on the Purchase Order/contract, the expense is grant related and in good condition.
2. Invoices must be date stamped upon receipt as this will determine the 'due date' based on the contract terms. Upon receipt of invoice from the vendor, compare items being billed to items received. Vendor name and remit to address must matched with the vendor information in FAMIS. Obtain appropriate payment authorized signatures and code invoice with the appropriate grant expense code.

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 amounts and/or manual crossing outs.

3. Payment of invoices should be for goods and services received or rendered; i.e., no advance payments are to be made.
4. If freight costs need to be paid, due to an emergency, please circle and initial these costs as confirmation for payment and/or write the amount in the freight field (ADPICS screen PCHL-1500).
5. For each invoice being processed, an 'MDT Invoice Payment Process Checklist' must be prepared and all pertinent information filled out; i.e., vendor name, project name, contract number, index code, etc., in order to ascertain that the expense codes being used are grant related. Gather all appropriate signatures required on the checklist; i.e., Project Manager, Budget Analyst, and Grant Coordinator, etc. Each person also has to indicate (YES/NO) if the costs associated with the invoice are eligible for reimbursement by a grant, if the index used is indeed correct, ensure that no IG and UAP fees are deducted, and the related contract meets Federal procurement requirements.

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6. If any of the individuals noted on the Checklist are not required to authorize then N/A (not applicable) should be noted on the form. This would occur when processing direct bills such as travel, advertising, etc.
7. If at any time an invoice charge code is changed/crossed after approved by any of the parties on the checklist, a 'revised' form will be needed with current dates in order to confirm that all parties agree/acknowledge the subsequent changes made.
8. Input the invoice in the ADPICS/FAMIS Accounts Payable Module. Write down invoice sequence number on invoice (IV). 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, and sub object, vendor number, purchase order number, resolution number, amount to be paid and authorizing signature including a printed version of the signer's name. Staff at Transit's Accounts Payable Section has to verify that all information noted on the 'MDT Invoice Process Checklist' is complete and correct to include the proper authorized signatures within their department.
9. Approved 'MDT Invoice Payment Process Checklist' has to be attached to the front of **each** invoice.
10. Original coded invoices, along with supporting documentation (i.e. agreement, resolution, inserts, etc.) and the 'MDT Invoice Payment Process Checklist' (note the Checklist should be on colored paper to easily identify grant packages received at Finance Department) need to be delivered, accompanied by the delivery receipt for goods or services, to the Accounts Payable Section of the Finance Department. These invoices have to be given to the Account Clerk specifically assigned to this task or a Supervisor within the section. 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 the period required under State retention schedules and grant requirements.
11. Invoices paid by this process have to be segregated from the regular Transit invoices in order to easily identify when received by Finance Department
12. Invoices older than six (6) months need to be accompanied by a memorandum from division head(s) explaining the reasons for the delay/tardiness of processing in addition to the 'MDT Invoice Payment Process Checklist'. This justification will be provided to the Board of County Commissioners with the annual Prompt Payment Report if interest becomes due and paid to the vendor.
13. Transit needs to ensure that the index codes used for payment that are grant related are not closed expired or blocked in FAMIS so payment delay does not occur.
14. Check requests for employee reimbursements should have either a receipt issued by the vendor/company for the items/services purchased/rendered and/or proof of payment by a credit/debit card with the employee's name clearly noted.

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15. Cancellation of vouchers already in process must be requested in writing, via e-mail, clearly showing stipulated "holder" of the invoice, document number generated by ADPICS (i.e. IV, VA and/or VN), amount, and reason for cancellation. Invoices cancelled and re-processed need to be returned to our office with an 'MDT Invoice Payment Process Checklist'. If any items associated with the expense codes have changed then a revised checklist needs to be received with the invoice when returned to our office for final disbursement.
16. Transit also needs to clearly identify invoices paying 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 County Code Section 10-33.02 and Section 2-8.1.1.1.1 respectively. These invoices should be stamped "EXPEDITE, SBE or CSBE" and submitted separately to the Finance Department with the 'MDT Invoice Payment Process Checklist' if grant related so they can be easily identified by our staff and handled expeditiously.
17. Authorization from Office of Capital Improvement (OCI) must be provided on all EDP (Equitable Distribution Program) work orders and ARRA related grants.
18. The 'MDT Invoice Payment Process Checklist' is also required when processing construction contract invoices that are funded by grants monies; 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, the 'MDT Invoice Payment Process Checklist' is also required (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 you may follow the same format as the construction invoices.

Note: To process payments not supported by an existing County Contract; for example, travel, miscellaneous refunds, advertising, etc., please refer to the Department of Procurement Management guidelines. These types of payments also require the 'MDT Invoice Payment Process Checklist' if funds being used are grant related. Some of the fields of the Checklist may not be required such as contract meeting federal requirements. UAP/IG fees will not be applicable when processing these direct bills.

CONTACT(S):

Department/Division

Finance Department/Controller's Division/Accounts Payable Section
Miami-Dade County Transit Department

REFERENCE DOCUMENT(S):

Administrative Order 3-38, Purchase of Commodities and Services

