

# ADMINISTRATIVE PROCEDURES



Procedure Number: 22-31

Effective Date: 07/01/2011

Revision Date: 003/26/2013

  
County Administrator

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SUBJECT: **MODEL INVOICES**

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DEPARTMENT RESPONSIBLE: **All County Departments**

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## 1. STATEMENT

This procedure explains how Model Utility Invoices are processed.

## 2. MODEL UTILITY INVOICES

Models are used by Financial Operations to pay most utility companies. A model number (e.g. telephone numbers, vendor's account numbers, etc.), the Department provided Fund/Department Code/Unit/Appropriation Code/Object Number and, if applicable, major program code, program code and program phase or program period code to be expensed are entered into AMS Advantage Financial system. All invoices for an existing model number will be charged to the designated accounting string defined above and entered in the system via one of the methods described below.

- A. The Utility Model Vendors Listing (Attachment 1) lists the utility vendors that are paid as models. Only the remittance addresses that appear on the Utility Model Vendors Listing are set up as models. If the vendor's remittance address does not appear on the listing, the invoice must be submitted by the Department via a PR document in the AMS Advantage Financial System for regular processing by Accounts Payable. A copy of the invoice must be scanned and attached to the PR document.
- B. When adding new utility accounts to be paid, the Department will complete the following:
  1. Instruct the vendor to:
    - a. Provide the Department name on all invoices.
    - b. Mail electric, gas, and water invoices to Accounts Payable Compliance, 130 W Congress 7<sup>th</sup> Floor, Tucson, AZ 85701.
    - c. If adding a cell phone or land line phone account, invoices and Model Request Forms will be submitted to Accounts Payable Compliance. Vendors for these types of accounts include: AT&T

Mobility; Sprint Solutions; Verizon Wireless and Qwest Communications.

- d. New accounts that are not set up via a new model form will only be paid via a PR document one time. The department will be notified via email with a copy of the email to Facilities Management at FM Utility Model that the new account requires a model form. When subsequent invoices arrive, they will not be paid. Utility disconnections that result from this practice may incur reconnect and other charges from the utility vendor. The department is responsible for coordinating with Facilities Management for utility service or IT Telecommunications for cell phone and/or land line telephone service to reconnect, and for all charges incurred as a result of the disconnection.
2. Complete a Model Request Form (Attachment 2) and have it approved by an Appointing Authority or designee. Scan and attach the form to the PR document created to pay the first invoice. The Model number must be in the format as stated on the Utility Model Vendors Listing under the Model Reference # column.
- C. If a utility account is being transferred from one Department to another, the Department relinquishing the service should ensure that the receiving Department completes a Model Request Form (Attachment 2) indicating “Change” as the Action Required. The Model number must be in the format as stated on the Utility Model Vendors Listing under the Model Reference # column. The Model Request Form must be approved by an Appointing Authority or designee for the unit listed on the Model Request Form. The Model Request Form must be sent to Accounts Payable Compliance.
  - D. A model number for invoices that are uploaded to the Accounts Payable Application can only be assigned one accounting string combination. If a Department wants to allocate an uploaded utility expense between several units, the Department must prepare a department journal entry (JVD). The invoices for the following vendors and remittance addresses are uploaded to the Accounts Payable application:  
  
Qwest - P.O. Box 29040, Phoenix, AZ 85038-9040  
Tucson Electric Power - PO Box 80077, Prescott, AZ 86304-8077  
AT&T Mobility, PO Box 6463, Carol Stream, IL (cell phones, direct interface)  
Sprint Solutions, PO Box 4181, Carol Stream, IL (cell phones, direct interface)  
Verizon Wireless, PO Box 660108, Dallas TX (cell phones, direct interface)
  - E. After an invoice has been processed by the AMS Advantage system, it will be available to view via the system at any time, by anyone with access to the system. Departments are encouraged to review their charges at least monthly and access the system details as needed.
  - F. Departments must contact the long distance carrier for any 900 calls to determine if they were business or personal. If the calls were for personal use, the Department must either request a credit from the long distance carrier or

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obtain the funds from the employee responsible for placing the call. Departments should coordinate with IT Telecommunications to assure the correct method for ascertaining the details of the long distance calls and credit requests from the carrier(s).

- G. Approval for cell phone bills for AT&T Mobility, Sprint Solutions, and Verizon Wireless vendors is done via workflow to ITD communications through AMS Advantage on a per document basis, with agreement referencing to the respective master agreements.
- H. Departments are responsible for reviewing AT&T Mobility, Sprint Solutions, Verizon Wireless, Qwest Communications and other telecommunications provider invoices for federal excise tax and late charges. The Department should coordinate with IT Telecommunications office to contact the vendor, request a credit for these unauthorized charges and verify that the credit is given.
- I. Monthly, Departments should review the utility charges on reports and on-line queries provided by AMS Advantage Financial system for their accounting strings (e.g. fund, department code, unit code, object codes, etc.). If a utility or telecommunication expense is being charged to an incorrect accounting string, the Department should complete a Model Request Form (Attachment 2), note the changes, and send it to Accounts Payable Compliance for updating the charging information. The Model number must be in the format as stated on the Utility Model Vendors Listing under the Model Reference # column.
- J. Departments are encouraged to review and verify their Models through careful review of reports and/or on-line queries to ensure the correct accounting strings are being charged. For additions, changes or deletions to a Model listing, complete a Model Request Form (Attachment 2) and submit the completed form as outlined in item I. above.

## Utility Model Vendors Listing

VENDOR'S NAME	MODEL REFERENCE #
AJO IMPROVEMENT CO PO DRAWER 9 AJO, AZ 85321-0009	VENDOR'S ACCOUNT NUMBER WITHOUT THE DOTS
(APS BUSINESS CENTER) AZ PUBLIC SERVICE CO PO BOX 2907 PHOENIX, AZ 85062-2907	VENDOR'S ACCOUNT NUMBER
ARIVACA WATER CO PO BOX 398 ARIVACA, AZ 85601-0398	VENDOR'S ACCOUNT NUMBER
ARIZONA WATER CO PO BOX 29098 PHOENIX, AZ 85038-9098	VENDOR'S ACCOUNT NUMBER WITHOUT THE DASHES
AT&T PO BOX 105068 ATLANTA, GA 30348-5068	VENDOR'S ACCOUNT NUMBER WITHOUT THE DASHES
AT&T PO BOX 5019 CAROL STREAM, IL 60197-5019	VENDOR'S ACCOUNT NUMBER WITHOUT THE DASHES
AT&T GOVERNMENT MARKETS PO BOX 311 BERRYVILLE, VA 22611-0311	CKT LOCATION CODE
AT&T MOBILITY PO BOX 6463 CAROL STREAM, IL 60197-6463	10 DIGIT WIRELESS NUMBER
FARMERS WATER PO BOX 7, SAHUARITA TUCSON, AZ 85629-0007	VENDOR'S ACCOUNT NUMBER
COMMUNITY WATER CO OF GREEN VALLEY 1501 S LA CANADA DRIVE GREEN VALLEY, AZ 85622-1600	VENDOR'S ACCOUNT NUMBER WITHOUT THE DASHES
CORTARO WATER USERS ASSOC 12253 W GRIER RD MARANA, AZ 85653-7782	VENDOR'S ACCOUNT NUMBER
LAGO DEL ORO WATER CO 9532 E. RIGGS RD SUN LAKES, AZ 85248-7463	VENDOR'S ACCOUNT NUMBER
L.Q.S. WATER CO PO BOX 68 SAHUARITA, AZ 85629-0068	VENDOR'S ACCOUNT NUMBER
METRO WATER DISTRICT 6265 N. LA CANADA DR TUCSON, AZ 85704-1032	VENDOR'S ACCOUNT NUMBER
MT LEMMON CO-OP WATER CO PO BOX 31703 TUCSON, AZ 85751-1703	VENDOR'S ACCOUNT NUMBER
NORDIC CORP PO BOX 13145 TUCSON, AZ 85732-3145	VENDOR'S ACCOUNT NUMBER WITHOUT THE DASHES
ORO VALLEY WATER UTILITY 11000 N LA CANADA DR ORO VALLEY, AZ 85737-7016	VENDOR'S ACCOUNT NUMBER

### Utility Model Vendors Listing (Continued)

QWEST COMM SERV PO BOX 52178 PHOENIX, AZ 85072-2187	10 DIGIT TELEPHONE NUMBER
QWEST COMMUNICATIONS CORP PO BOX 29040 PHOENIX, AZ 85038-9040	10 DIGIT TELEPHONE NUMBER
QWEST INTERPRISE PO BOX 29080 PHOENIX, AZ 85038-9080	13 DIGIT ACCOUNT NUMBER
RAY WATER COMPANY PO BOX 85160 TUCSON, AZ 85754-5160	VENDOR'S ACCOUNT NUMBER
SOUTHWEST GAS CORPORATION PO BOX 98890 LAS VEGAS, NV 89193-8890	VENDOR'S ACCOUNT NUMBER WITHOUT THE DASH
SOUTHWEST GAS CORPORATION GAS TRANSPORTATION PO BOX 97255 LAS VEGAS, NV 89193-7255	VENDOR'S ACCOUNT NUMBER WITHOUT THE DASH
SPRINT SOLUTIONS PO BOX 4181 CAROL STREAM, IL 60197-4181	7 DIGIT WIRELESS NUMBER
SULPHUR SPRINGS VALLEY ELECTRIC CO-OP PO BOX 52788 PHOENIX, AZ 85072-2788	VENDOR'S ACCOUNT NUMBER WITHOUT THE DASH
TABLE TOP TELEPHONE COMPANY INC PO BOX 820 AJO, AZ 85321-0820	7 DIGIT TELEPHONE NUMBER
TOHONO O'ODHAM UTILITY AUTHORITY PO BOX 816 SELLS, AZ 85634-0816	SERVICE LOCATION NUMBER WITHOUT THE PRECEDING ZEROS AND ANY DASHES
TOWN OF MARANA - WATER DEPARTMENT 5100 W INA RD TUCSON, AZ 85743-9746	VENDOR'S ACCOUNT NUMBER
TRICO ELECTRIC COOPERATIVE INC PO BOX 930 MARANA, AZ 85653-0930	VENDOR'S ACCOUNT NUMBER
TUCSON ELECTRIC POWER COMPANY PO BOX 80077 PRESCOTT, AZ 86304-8077	SERVICE AGREEMENT NUMBER WITHOUT ANY PRECEDING ZEROS
TUCSON WATER & SEWER PO BOX 28804 TUCSON, AZ 85726-8804	VENDOR'S ACCOUNT NUMBER WITHOUT THE DASH
VERIZON WIRELESS PO BOX 660108 DALLAS, TX 75266-0108	7 DIGIT WIRELESS NUMBER

**PIMA COUNTY  
MODEL REQUEST FORM**

Vendor Name: \_\_\_\_\_

Model #: \_\_\_\_\_

(1) DEPARTMENT NAME:		(2) DATE:							
(3) REQUESTOR NAME:		(4) PHONE:							
(5) CELL PHONE ISSUED TO (IF APPLICABLE)		(6) WORK NUMBER:							
(7) VENDOR NO.:									
(8) ACTION REQUIRED (CHECK ONE): ADD <input type="checkbox"/> CHANGE <input type="checkbox"/> DELETE <input type="checkbox"/>									
(9) Fund	(10) Object	(11) Unit	(12) Appropriation Unit	(13) Department Code	(14) Major Program	(15) Program	(16) Program Phase	(17) Program Period Code	(18) Effective Date
(19) DEPARTMENT APPOINTING AUTHORITY OR DESIGNEE									
SIGNATURE _____					DATE _____				
PRINTED NAME _____					PHONE _____				

(20) FINANCIAL OPERATIONS DIVISION USE ONLY: \_\_\_\_\_ AUDITED BY \_\_\_\_\_ DATE \_\_\_\_\_

\*\*Submit completed form to: Accounts Payable Compliance, 130 W. Congress, 7<sup>th</sup> Floor, Tucson, AZ 85701 Mailstop: DT-AB7-120