

# ADMINISTRATIVE PROCEDURES



Procedure Number: 22-35

Effective Date: 08/03/2004

Revision Date: 09/23/2011

*C. DeLuca*  
County Administrator

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SUBJECT: **PAYMENTS PROCESSING**

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DEPARTMENT RESPONSIBLE: **ALL COUNTY DEPARTMENTS**

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## 1. **STATEMENT**

This procedure establishes the guidelines for the Financial Operations Division, Department of Finance and Risk Management for processing payment requests and invoices submitted for payment of goods and services. Exceptions to these guidelines may only be made with the approval of the County Administrator or the Director, Department of Finance and Risk Management.

While payment requests and invoices will be processed daily, warrants to pay these payment requests and invoices will be printed and issued twice per week.

## 2. **PROCEDURE**

### 2.1. Submission of Payment Requests and Invoices

2.1.1. Refer to Administrative Procedure 22-27, Submission of Invoices, for guidelines regarding requirements for the submission of invoices/claims for payment by those Departments receiving invoices/issuing claims.

2.1.2. Once submitted, the following will guide the Financial Operations Division in the payment of those invoices/claims.

### 2.2. Payment by Invoice Type

2.2.1. Normal payments for goods or services are scheduled for 30 calendar days after the invoice date of the goods or service.

2.2.2. All contract payments are scheduled according to the contract terms. If the contract states that an advance or payment is due upon execution of the contract, the payment will be scheduled for seven to ten business days after the receipt of the notification by the Department of Finance and Risk Management.

2.2.3. All Purchase Order payments are scheduled according to the terms on the Purchase Order.

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2.2.4. Payments for payment requests and invoices with allowed discounts are scheduled to allow the discount to be taken. . If the payment request or invoice is received after the discount date, the payment will be scheduled for 30 calendar days after the date of the invoice. Invoices received directly from the vendor will be processed in such a manner as to take any discount available.

2.2.5. The following invoices/claims are processed upon receipt:

- Community Services Public Assistance
- Community Services Outside Agency
- Certified Construction, per A.R.S. §34-221
- Extraditions
- Pima County Dental Provider claims
- Payroll claims for bi-weekly payroll

2.2.6. Travel advances are issued seven calendar days before the date of travel.

2.2.7. Payments for airfare, hotel or conference registrations and seminar fees will be paid when due. This may be well in advance of the travel date so that Pima County may take advantage of early payment discounts.

2.2.8. Employee reimbursements are processed daily and scheduled for the Thursday following processing.

2.2.9. Utility payments are made by the due date.

2.3. Payments Requested as a Rush

2.3.1. It is the responsibility of the Department submitting the payment request and/or invoice to ensure that it is submitted in Advantage Financial in time to process within normal timeframes (See Administrative Procedure 22-27).