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| Policy: | Agency Subcontractor Invoices | | |
| No.: | Budget & Finance 95-10 | Supersedes: | |
| Effective Date: | September 20, 1995 | Revised/Review Date: | October 17, 2016 by Abdiwali Mohamed |

1.0 PURPOSE

To provide a means by which HSD subcontractors can be reimbursed in a timely fashion for services provided in accordance with their contract.

To provide a mechanism that insures that costs associated with payments to Department subcontracts are correctly charged to applicable funding sources.

2.0 REFERENCES

2.1

The procedures on contracting should be consulted to establish a contract.

2.2

The procedures on both the Single/Multi Family Loan Invoice Payments should be utilized for loan transactions.

2.3

[The First Time Payment to a Vendor procedure should be reviewed.](#) (Please refer to page 6 of this document).

2.4

[The Keeping Track of City Equipment procedure should be reviewed, if payment relates to a line-item contract.](#)

2.5

For questions or clarification on this procedure, please contact the Accounts Payable Supervisor.

3.0 POLICY

3.1

Invoices from subcontractors will be paid within ten (10) working days of receipt of the invoice by the contract monitor/program specialist. The contract monitor/program specialist will process all invoices within 5 working days.

3.2

Payment will be made with original and/or electronic invoices.

3.3

The Program Support division will process all approved subcontractor invoices within a total of five (5) working days: the Finance Analyst group will process within two (2) working days and Accounts Payable will process approved invoices within three (3) working days of receipt.

4.0 Procedures

4.1

Division staff will review the original invoice and related performance report(s), sign the Monitor Certification and indicate the amount of the invoice that is approved for payment. Contractually stipulated reports must accompany the invoice for payment.

4.2

Division staff will also approve invoice electronically in Contract Management System. If the invoice is flagged for finance review, forward the package to Division Finance Analyst; otherwise, forward to Accounts Payable.

4.3

Payment will be made directly to the subcontracting agency, as indicated on the "Contract Payment Authorization Form" completed by the agency.