

## Payment Processing Turnaround Time

Due to the recent volume of rush requests, Accounts Payable would like to remind departments of the County's payment terms and the Government Code pertaining to check issuance from the Auditor's Office.

The following are the County's standard payment terms. Please make sure vendors understand these terms:

**CONTRACTOR shall submit such invoice periodically or at the completion of services, but in any event, not later than 30 days after completion of services. The invoice shall set forth the amounts claimed by CONTRACTOR for the previous period, together with an itemized basis for the amounts claimed, and such other information pertinent to the invoice. The County shall certify the invoice, either in the requested amount or in such other amount as the County approves in conformity with this Agreement, and shall promptly submit such invoice to the County Auditor-Controller for payment. The County Auditor-Controller shall pay the amount certified within 30 days of receiving the certified invoice.**

In order to provide sufficient processing time and to avoid last minute processing requests, departments should submit payment requests in the financial system as quickly as possible making sure payment dates are entered according to the payment terms and conditions of the County's agreement with the vendors.

## Rush Payment Requests

Per Section 29742 of the Government Code, **the auditor shall issue his warrant on the County Treasury for such an amount on each claim he finds to be a correct and legal county charge. He shall not issue his warrant for any claim that has not been on file in his office for at least three days.** (<http://www.in.co.monterey.ca.us/auditor/pdfs/Auditor-Controller%20Significant%20Mandates.pdf>)

When **urgent circumstances require** a check to be issued within **3 business days**, a department may request a rush payment with the explanation/reason for the need to rush, which must have an approval from the department finance manager. Please note that rush requests impede the normal flow of payment processing, as these payments are pushed ahead of other work properly submitted in the queue. In order to maintain appropriate processing times, rush requests will be evaluated to verify that immediate payment is necessary. Please remember, **if a payment was not entered and approved in a timely fashion by your department, this alone does not constitute an appropriate reason for a rush payment.**

Departments may send a rush request by emailing to [1110-AccountsPayable@co.monterey.ca.us](mailto:1110-AccountsPayable@co.monterey.ca.us). The subject of the email must start with RUSH REQUEST – Vendor – Document # and the email must include a detailed reason and approval requiring the rush payment.

In order for a **valid** emergency request to be included in the current day's requests, the payment request document and the email request must be received in AP's workflow by 12:00 p.m. However, we would like to request departments give sufficient processing time as a courtesy to document approvers along the workflow. Accounts Payable staff will notify you if the request has been denied and advise you of any additional steps required to complete the request. As a follow up, the requesting department should check the document status through the Document Catalog in the system.

In order to prevent the need to rush these payments, please regularly monitor your submitted documents in the AP worklist and follow up documents that have been rejected. You can review the draft documents from Document Catalog by entering the various combination of document criteria, and selecting Draft in the Document Phase.

Thank you for your help.