



TITLE: OTHER CHECK REQUESTS

Rev: 1 | Date: 11/2/15 | I.D. Number: PSM 1-03

OTHER CHECK REQUESTS

PURPOSE

Check requests are used to request payment for purchases that are outside of the scope of the Procurement department. These requests include payments to grant recipients, insurance premiums, petty cash reimbursement, utility bills, advertisement in the Sun Sentinel, investigative funds, asset sharing, tuition reimbursement and various refund checks. All the check requests are processed on a Voucher Payable (VP).

1. COMMUNITY DEVELOPMENT CHECK REQUESTS

PURPOSE

Check requests from the Community Development department are primarily grant payments. Other payments for the department would be processed via Purchase Order or RA.

PROCEDURE

- The requests are processed on a VP and forwarded to the Grant Accountant for verification. The Grant Accountant verifies and signs off on the transaction and forwards the VP to Accounts Payable.
- The A/P staff stamps in the VP and checks that correct and sufficient backup is provided.
- The A/P clerk looks up or verifies the vendor number if one is printed on the document. The clerk verifies the remit address and if it is incorrect passes it on to the Senior Accounting clerk or Supervisor for the address to be corrected in the system. If the vendor is not in the system, there should be a W-9 attached to the paperwork. If it is not, the clerk contacts the Community Development clerk and informs them that a W-9 is required. Once the W-9 is received a new vendor number is created.
- The special instructions box on the VP is checked for return of the check when processed to the requestor at the requestor's location.
- The A/P clerk enters the required information from the VP form and creates a voucher payable. The single check indicator is usually checked which prohibits the payment from being combined with any other payments to the same vendor.
- The VP document is filed in document number order for the all documents processed by the clerk for the day.
- The next business day, the paperwork is checked for accuracy by an A/P clerk and corrections made if necessary.
- When the check is printed on the day of the check run, the check is mailed via inter-office mail to the requestor.
- The check copy is stapled to the documents and filed numerically by check number.



DEPARTMENT OF FINANCE – ACCOUNTS PAYABLE

TITLE: OTHER CHECK REQUESTS

Rev: 1 | Date: 11/2/15 | I.D. Number: PSM 1-03

RISK MANAGEMENT CHECK REQUESTS PURPOSE

Check requests submitted by the Risk Management Department are for payment of insurance premiums, attorneys' fees and claim settlements.

PROCEDURE

- These requests are submitted on VP forms. The paperwork is time stamped and forwarded to the Senior Accountant for approval and signature.
- When the paperwork is returned to A/P, the A/P clerk checks that correct and sufficient backup is provided.
- The A/P clerk looks up or verifies the vendor number if one is printed on the document. The clerk verifies the remit address and if it is incorrect passes it on to the Senior Accounting clerk or other designated clerk for the address to be corrected in the system. If the vendor is not in the system, there should be a W-9 attached to the paperwork. If it is not, the clerk contacts the Risk Management clerk and informs them that a W-9 is required. Once the W-9 is received a new vendor number is created.
- If the payment is for a claim payable to an individual, the document is entered on screen 4000; Document type 04, One-time vendor payments and a temporary vendor number will be created. This vendor number must be entered on the VP document. These payments are not reportable.
- Payments for claims payable to law firms or jointly with individuals and their lawyers require a W-9 and the payments are reportable. The payee may have the claimant or claimants' names first and the lawyers names as the joint payee. In those cases, the payment would be entered on screen 4000, document type 04, one-time vendor payment. The temporary vendor number would be entered on the paperwork, however the clerk responsible for maintaining the vendor file would need to go into vendor maintenance and put in the lawyers EIN (Employer Identification Number) and indicate that it is the lawyers EIN and make the temporary vendor number 1099 reportable.
- If the payment is for health/life insurance premiums, the paperwork should have any backup to be mailed with the check in an envelope with the remit address printed on it. When the check is processed it will be included and mailed.
- If the special instructions box on the VP is checked for return of the check when processed, it will be returned via inter-office mail to the requestor at the requestor's location unless otherwise noted.
- The A/P clerk enters the required information from the VP form and creates a voucher payable. The single check indicator is usually checked which prohibits the payment from being combined with any other payments to the same vendor.
- The VP document is filed in document number order for the all documents processed by the clerk for the day.
- The next business day, the paperwork is checked for accuracy by an A/P clerk and any corrections made if necessary.



DEPARTMENT OF FINANCE – ACCOUNTS PAYABLE

TITLE: OTHER CHECK REQUESTS

Rev: 1 | Date: 11/2/15 | I.D. Number: PSM 1-03

- When the check is printed on the day of the check run, the check is mailed, sent via inter-office mail to the requestor or picked up, if so indicated.
- The check copy is stapled to the documents and filed numerically by check number.

2. PETTY CASH REIMBURSEMENTS

PURPOSE

Petty cash funds are used for the purchase of incidentals or small emergency purchases. Petty cash reimbursement requests are submitted on a VP form. Various departments have their own Petty cash. Those departments that do not have one may submit a petty cash reimbursement slip to the Treasury/water billing division clerk for reimbursement. Petty cash purchases should not normally exceed seventy-five dollars (\$75). If the purchase is for an emergency, the amount may be exceeded if prior approval is received from the Finance Director. If the approval was not obtained, payment may be withheld until such approval is obtained.

PROCEDURE

- The individual petty cash slips (Form H –142) must be correctly filled out and approved. It must contain a brief description of the item purchased, the date and the amount of the purchase and the signatures of both the purchaser and authorized department approver. The index code and appropriate sub-object must also be included and a supporting itemized receipt attached. Credit card slips, which do not have a detailed description of what was purchased, are not acceptable as receipts.
- Each department must assign a custodian to be responsible for keeping the petty cash funds and any paid petty cash slips in a safe and secure place. The custodian is also responsible for the disbursement of the funds and submitting the slips for replenishing of the funds.
- Reimbursement for petty cash expenditures should be done on a monthly basis. A spreadsheet containing the date, brief description, index code, sub-object and amount of each petty cash slip must be created and totaled. Both the slips and the form should be organized in chronological order for ease of reviewing.
- Then a summary of all charges to the same index code and sub-object must be created on the same spreadsheet and totaled. The two amounts must match.
- The spreadsheet and all the petty cash slips with the accompanying receipts must be attached to a correctly filled out Request for Payment form (VP) and sent to Accounts Payable for review and processing.

NOTE: Employees making purchases from petty cash must ensure that the vendor does not charge sales tax. If sales tax is charged (except in the case of meal reimbursement to individuals) the sales tax will not be reimbursed. (See P.S.M. 9.2.2.2.a.)

Use of petty cash for meals will only be permitted in the following circumstances and must be requested on the Food and Beverage petty cash slips – Form F-221 (available from Accounts payable). This must have the Department Head approval.



DEPARTMENT OF FINANCE – ACCOUNTS PAYABLE

TITLE: OTHER CHECK REQUESTS

Rev: 1 | Date: 11/2/15 | I.D. Number: PSM 1-03

- a. Employee is required by the Department Head to attend an outside meeting as a representative of the City.
- b. Employee is required to work a minimum of 4 continuous additional hours at the end of a normal 8-hour shift, with less than 24 hour notice. The employee will be reimbursed the exact cost of the meal up to a maximum of \$6.00 dollars or per Union contract in place at the time. Management level employees may be reimbursed up to the cost of their meal not to exceed the per diem rate established for the Tri-county if eligible.
- c. Employees traveling on City business within the tri-county area are not eligible for meal reimbursement unless as a result the employee is unable to return home by 8:00 pm. The cost of dinner up to the tri-county per diem, currently \$24.40 will be allowed. (Please note this per diem amount includes tax and tip).
- d. Employees may be reimbursed by petty cash for local professional association meetings where a meal is included.

Petty cash may not be used for reimbursement of mileage expenses. For the tri-county area, mileage reimbursement form B – 120 must be submitted to Payroll. All other mileage reimbursement must be submitted as a Travel reimbursement.

- Upon receipt of the VP, the A/P clerk checks the various index codes for the availability of funds.
- The VP is passed on to the Supervisor or clerk responsible for processing VPs.
- Clerk will examine each petty cash slip against each receipt to determine if the item purchased and amount paid correspond. They will ensure that sales tax is not included and that the correct sub-object is used. If the sub-object is incorrect, clerk will change it and adjust the spreadsheet and VP forms accordingly.
- Clerk then adds up the charges and ensures that the amounts are correct.
- Clerk validates or looks up the vendor number for the payee assigned. Payee assigned should be an employee on the authorized signature list.
- Once all is correct, clerk will enter the information into FAMIS.
- A check will be generated in the next check run or clerk can process a manual check.
- The check is sent via inter-office mail to the petty cash custodian.

TELEPHONE BILLS

PURPOSE

There are many different telephone vendors used for different kinds of services throughout the City. The communications division of the Information Technology Department oversees the various telephone systems. Payment of bills for these various vendors is handled in two different ways. The majority of telephone bills for the city's entire telephone system is currently serviced through AT & T and is paid by the Information Technology Department/ Telecommunications Division. Long distance charges are billed via the State of Florida on its Sun-



DEPARTMENT OF FINANCE – ACCOUNTS PAYABLE

TITLE: OTHER CHECK REQUESTS

Rev: 1 | Date: 11/2/15 | I.D. Number: PSM 1-03

Com system. AT & T also handles mobile phone charges. The Police Department has an AT & T account for DSL service for its computers and uses Verizon for its mobile phone activity. The Radio Shop uses Global Star/Skyterra for monthly maintenance of satellite telephones for the EOC, which would be used for communications in the event of an emergency.

The bills paid by the individual departments are paid via the Procurement system through the Purchase order process. The citywide bills paid by Information Technology are paid by VP (check request).

PROCEDURE

1. The Information Technology department clerk initiates a VP form filling in the account number, a brief description of the service and time frame of the service provided. Also included would be the index code/ sub-object that should be charged.
2. The clerk attaches a copy or the original bill to the VP document.
3. An employee on the department authorized signature list signs the VP document.
4. The clerk keeps the pink copy for their records and forwards the VP and backup to Accounts Payable.
5. The VP is time stamped in Accounts payable and checked for funds availability.
Note: Although it is a rule that use of another department's index code must have their documented approval, this rule is waived for these charges. Certain index codes such as grant codes may require an accountant to review and approve for payment.
6. Upon approval, the VP is forwarded to the A/P clerk for processing.
7. The A/P clerk checks the invoice/bill against the VP to determine that the account number, invoice number, if applicable, description, time frame and amount are correct.
8. The A/P clerks looks up the vendor number and remittance address and determines whether the information is correct.
9. When all is approved, the clerk enters the information from the document in FAMIS.
10. A check will be generated when the next batch of checks are run and mailed to the vendor.

ELECTRIC BILLS

PURPOSE

Florida Power and Light (FPL) bills are paid either by check or through the Companion Pay Services (CPS) MasterCard Program. The bills are posted to FAMIS via an upload process in which the decision to pay by check or CPS is determined automatically. The steps needed to prepare the upload files, which are processed weekly, are as follows:

Normal Bill Payments:

1. At the beginning of each month, open the excel file **FPL Pmt Master File** for the current fiscal year and save as **FPL Pmts for <CurrentMonth Year>**.



TITLE: OTHER CHECK REQUESTS

Rev: 1 | Date: 11/2/15 | I.D. Number: PSM 1-03

2. Go to the **Master List** tab and enter the service month and weekly check run dates for the month.
3. As bills come in prior to the first week's check run, open current month's file and enter the amounts, kilowatt hours and bill receipt dates in the **Master List** tab and save. **See section at end for processing credit adjustments.**
4. When it is time to cut off and process the upload for the "first" weekly check run of the month, open the current month's file and click on the **Detail** Tab.
5. Enter the four required month and year parameters at the top of the page.
6. Verify that the Total "without processing fee" at the bottom of the **Total** column, equals the Total "excluding fee adjustment" for the week in the **Master List** tab. Save the file but keep open.
7. Click on the **Batch File** Tab and verify that the Total at the bottom matches the Absolute (Hash) Total "with processing fee" on the **Detail** Tab.
8. Open excel file **FAM51_Interface_AP** and save as **FPL<CurrentMonth Year> Batch1**. Note that the file name cannot contain any spaces or special characters and that you cannot change the format of any field in this file.
9. Keep file open and go to the **Batch File** Tab in the current month's file.
10. Starting with line two (skipping the headings), highlight all the data in the **Batch File** Tab and click COPY. Then go to the FPL Batch1 file you just created and paste the data using EDIT-PASTE SPECIAL-VALUES and save.
11. Sort the rows below the heading by the **Amount** column in descending order (largest to smallest) and delete the rows at the bottom with zero amounts.
12. Starting with line two again, resort the rows by the **Sort** column (smallest to largest).
13. Next, delete the **Sort** column.
14. Then, delete all the "blank" columns to the right of the **AQ Appvl Type** column.
15. Next, delete all the "blank" rows after the last detail line.
16. Select the FILE-SAVE AS option from the excel menu and select the CSV (Comma delimited) file type in the "Save as type" box and save using the same file name as before.
17. Once you have saved the file as a CSV file, **DO NOT REOPEN THE CSV FILE**, as the format will get corrupted.
18. Send the file as an attachment to Operator1 and Carl Dixon and request that they move the file into FAMIS **input bucket 28** for inclusion in tonight's FAMJ130.
19. After the first week's file is processed, continue to use the current month's FPL Pmts file to enter bills and kilowatt hours in the **Master List** tab being careful to enter the amounts in the correct week's column. Make sure each time to check the prior weeks column totals to ensure they remain intact.
20. When it is time to cut off and process the upload for weeks two, three or four, open the current month's file and click on the **Detail** Tab.
21. In the **Detail** Tab, if this is "week two", blank out the amounts in the first week's column. Do **NOT** delete the column, just clear the amounts. The result will be that the **Total** column will only include week two's amounts for the upload to FAMIS. If this is "week three" or "week four", blank out the previous week's amounts. You will still have all four weeks' data in the **Master List** and the **Dept Rpt** tabs so you can send the information to the departments after week four is processed.



TITLE: OTHER CHECK REQUESTS

Rev: 1 | Date: 11/2/15 | I.D. Number: PSM 1-03

22. Follow steps 6 through 17 to prepare the file for upload to FAMIS.
23. After week four has been processed through FAMIS, you can print the data in the **Dept Rpt** tab and send the FPL charges for the month to the departments.

Credit Adjustments:

From time to time, it may be necessary to cancel payments (and their related processing fees) for FPL bills paid via ACH through FAMIS that cannot be processed through Western Union's online credit card payment system. When this happens, the virtual MasterCard will have a balance left on it that must be used up and the payments and fees must be reversed out in FAMIS. This can be accomplished by processing credit adjustments for the rejected payment amounts and fees on the next FAMIS upload. Then, after the new virtual card is generated, the unused balance on the old card can be transferred to it. Following are the steps for entering the credits in the FPL Payments file:

1. Open the current month's payment file and click on the **Master List** tab.
2. Under the "**current week's**" column, enter the total amount of the fee adjustment as a "negative" amount on the first detail line.
3. Enter all remaining "negative" amounts under the appropriate FPL account lines.

NOTE THAT YOU CANNOT ENTER ADJUSTMENTS TO ACCOUNTS THAT ALREADY HAVE PAYMENTS ENTERED FOR THE CURRENT WEEK. If that were the case ALL of the adjustments should be held until the following week. Likewise, if you have already entered credit adjustments in the current week's column, any new bill payments for those accounts must be held for payment in the next week.

At end of each month, the A/P clerk makes copies of the master spreadsheet and sends them to certain departments that have requested monthly reporting of charges made to their department index codes. This list will show the kilowatt-hours and the amounts charged by account number.

SUN-SENTINEL LEGAL ADVERTISEMENT PAYMENT PROCESS

PURPOSE

The Sun-Sentinel is the local newspaper for the City. The City has a master account number **CU00118625** (formerly **070630000**) with the Sun-Sentinel for placing legal and display advertisements at a reduced rate based on volume. The City also receives a significant rebate once a year. For these reasons, the Sun-Sentinel bill payment process is different from other payments for advertisements. All other newspapers and publishers are paid via the regular vendor payment process.



DEPARTMENT OF FINANCE – ACCOUNTS PAYABLE

TITLE: OTHER CHECK REQUESTS

Rev: 1 | Date: 11/2/15 | I.D. Number: PSM 1-03

PROCEDURE

A. ACCOUNTS PAYABLE NOTIFICATION

1. The department calls and places an ad with the newspaper.
2. The department sends notification that they have placed an ad in the newspaper to Accounts Payable. The notification should contain the date the ad is expected to run, a copy of the ad as placed with the paper or a brief description of it and the approximate cost of it as quoted by the vendor.

B. TEARSHEETS

1. A tear sheet is a sworn, notarized affidavit of proof of publication. The newspaper sends tear sheets soon after the ad runs to Accounts Payable.
2. Using the notifications received from the departments, the Accounts Payable clerk determines which department placed the ad and makes copies of the tear sheets for the City Clerk and Finance.
3. The original tear sheet is sent to the department that is responsible for payment and a copy goes to the City Clerk.
4. The Accounts Payable department keeps a copy of each tear sheet. Tear sheets are also sent for large or display ads. Tear sheets are not sent for ads placed in the classified section such as for posting of employment opportunities.
5. If a tear sheet is not received, the clerk should call the Sun Sentinel legal department at 954-425-1088 and request one.

C. PROCESSING THE BILL FOR PAYMENT

1. At the end of each month, the Sun Sentinel sends a master bill for all ads placed.
2. The tear sheets are used to determine which department is to pay and the bill is marked line by line with the department name beside the ad charge until all ad charges are accounted for. Ads for notice of forfeitures belong to the Police department. Sometimes the tear sheets for these are sent directly to the Police Department. If a charge for a forfeiture advertisement appears on the bill but there is not a tear sheet, it is assumed that the affidavit was sent directly to them. Notice to contractors ads generally belong to the Engineering department and usually contain a project number. Notices of public hearings and proposed ordinances are generally the City Clerk's responsibility. Planning pays for board of Adjustment and Planning & Zoning Board meetings.
3. Copies of the bill are made for all departments that have placed ads that month and the charges for each department are highlighted and a Form F-188 is sent along with a cover note requesting the paperwork be returned by a specific date.
4. The Form F-188 is to be filled out with the index code/sub-object that the advertisement is to be charged against. It is also to be signed by a member of the charging department who is on the authorized signature list.



DEPARTMENT OF FINANCE – ACCOUNTS PAYABLE

TITLE: OTHER CHECK REQUESTS

Rev: 1 | Date: 11/2/15 | I.D. Number: PSM 1-03

DATE: _____
TO: FINANCE DEPARTMENT/ACCOUNTS PAYABLE
FROM: _____
SUBJECT: REQUEST FOR PAYMENT OF ADVERTISING CHARGES

PAYMENT IS HEREBY AUTHORIZED FOR THE FOLLOWING ADVERTISEMENTS PLACED BY
THIS DEPARTMENT DURING THE MONTH OF _____, 20____.
A COPY OF EACH AD IS ATTACHED FOR VERIFICATION OF CHARGES.
ALSO ATTACHED ARE ANY INVOICES RECEIVED COVERING THE CHARGES INDICATED BELOW.

PUBLICATION	TYPE OF AD (*)	DATE(S) OF AD	NUMBER OF LINES	INDEX CODE	SUBJECT	AMOUNT (**)

* Indicate "Classified" or "Display"
** If unknown, Finance will complete.

SIGNATURE OF DEPARTMENT HEAD

AUTHORIZED AGENT

FORM 5-152 REV. 11/03



DEPARTMENT OF FINANCE – ACCOUNTS PAYABLE

TITLE: OTHER CHECK REQUESTS

Rev: 1 | Date: 11/2/15 | I.D. Number: PSM 1-03

5. When the forms are all returned to Accounts payable, the clerk fills out a spread- sheet with payables information in the format of index code/sub-object and amount. The amounts are tallied to reconcile to the amount due the vendor.
6. A VP Form is filled out with the vendor name, remittance address and a vendor number. A note is made on the VP of how many lines of index codes are to be charged and the amount of the hash total and a note to see the attached sheet for the details. The copies of the tear sheets and the various Form F-188s are assembled in order as they appear on the VP to provide back up for the charges.
7. The charges from the various index codes are coded with transaction code 200.
8. The VP is entered into the system for payment.
9. A copy of the entire bill, a copy of payment charges list and a copy of the VP are filed in the appropriate file in the A/P Supervisor's file cart and are kept together by fiscal year. This is used for a quick reference when the rebate is received to determine which department will be credited.

D. REBATE

1. Once a year, typically in December, the newspaper issues rebates that are credited to the bill. The references on the bill do not identify the original ad for which the rebate was given so a copy of the bill is faxed to the corporate offices in Chicago with a request for the original reference numbers.
2. On receipt of this information, the copies of the bill that have been filed for quick reference are compared to determine where the original bill was charged and it is credited back to that index code.
3. In the case of a reorganization of departments, the rebate would be credited to the new index code for the original department code charged.
4. The credit would be coded with a 208 and credited back to the department index code /sub/object N900 for miscellaneous income. This is because most of the credits will be for the prior fiscal year charges.

E. LIST OF DEPARTMENTS/CONTACTS

City Clerk	Sharon Coryell	X5014
Human Resources	Stephanie Artis	X5302
Planning	Michelle Jewel-Moore	X8980
Engineering	Kim Smith	X6537
Police	Lucia Massini	X5617
Community Development	Angela Mahecha	X4530
CRA	Thomasina Turner-Diggs	X4514
Public Services	Stephanie McCutcheon	X7726
Airport	Laura Morton	X4972
Budget	Bobbi Williams	X5425
PIO	Gerri Burrini	X4741
Procurement	Elizabeth Cohen	X5933



DEPARTMENT OF FINANCE – ACCOUNTS PAYABLE

TITLE: OTHER CHECK REQUESTS

Rev: 1 | Date: 11/2/15 | I.D. Number: PSM 1-03

Recreation	Carrie Keohane	X5354
Econ/Dev Beach CRA	Patricia Smith	X4515
Treasury	Veronica Wade	X5157
Risk Management	Melissa Ferrer	X5190
Fleet	Cathy Green	X5810

POLICE DEPARTMENT SPECIAL REQUESTS

PURPOSE

The purpose of these check requests is to facilitate the expeditious processing of checks that are required for circumstances that are unique to the confidentiality and urgency of the operations of the Police Department.

A. INVESTIGATIVE/CONFIDENTIAL INFORMANTS FUNDS

PURPOSE

The purpose of these requests is to get cash quickly for operation expenses for various task forces and also to pay confidential informants. These check requests are generally manual checks

PROCEDURE

1. The Police Department prepares a VP check request. It must include the name of the payee, the index code and sub-object and the amount. Sometimes the source for the funds may be an index code with a G/L account and subsidiary.
2. Check requests for payments to confidential informants or for investigative funds may be initiated and payable to only a specific few Police personnel. These names are on a special list provided in a memo sent by the Police chief via the Finance Director. It is the responsibility of the Supervisor or Senior Accounting clerk to ensure that only requests from authorized personnel are honored. The latest memo is generally kept in the Supervisor's file cart under FLASH.
3. The VP is time stamped and passed to the appropriate clerk for checking funds availability. The Senior Accountant must approve the index code with G/L and subsidiary.
4. Upon approval, the A/P clerk responsible reviews the VP and looks up the vendor number. There is usually no backup for these check requests. If the employee does not have a vendor number, a request is made to Payroll for the social security number and given to the A/P clerk that sets up vendor numbers.
5. When the vendor number is created, the clerk writes the number on the document.
6. The A/P clerk then reviews the paperwork for accuracy and enters the information into FAMIS.
7. Usually, the check is processed as a manual check to facilitate a quick turnaround.
8. The requester generally requests to be called to pick up the check when it is ready. Otherwise it is mailed via inter-office mail to the requester.



DEPARTMENT OF FINANCE – ACCOUNTS PAYABLE

TITLE: OTHER CHECK REQUESTS

Rev: 1 | Date: 11/2/15 | I.D. Number: PSM 1-03

B. VICTIMS ADVOCATE FUND

PURPOSE

The purpose of these check requests is to replenish the fund. The fund is established to help victims of crimes who need some help to get back on track. The payments are generally made on behalf of the victim to a third party such as hotel, supermarket, drug store, clothing store, electric company, train or bus company. There is a memorandum 03-05 dated January 14, 2003 from the Police department that sets out their procedures.

PROCEDURE

1. The victim advocate fund administrator in the Police department is responsible for keeping the cash on hand and replenishing it as needed. The fund is for \$500.00.
2. The Chief of Police sends a memo to the Finance Director stating the names of the employees of his department that are authorized to coordinate payments to victims and request reimbursement to replenish the fund.
3. When the victim's need is established and the decision is made to help, the fund administrator fills out a disbursement voucher along with complete police reports and receipts.
4. The voucher should include the victim's name, date and amount of the transaction and a brief description of what was purchased. An OR number should also be included, if applicable.
5. Generally, cash is not given to the victim and the total amount issued to any victim is usually not to exceed two hundred dollars (\$200.00). The victim advocate or designee will purchase the supply or services and obtain a receipt whenever possible.
6. When the fund falls below \$100.00 a reimbursement request will be made on a VP form.
7. The form will be filled out with the name of the victim advocate or designee as listed on the memo from the Chief. If the list is old and a name that is not on the list is presented, a telephone call should be made to the Chief's office and a copy of the latest memo requested to ensure who has authorization.
8. The form should be filled out with each disbursement voucher and the appropriate backup and signatures attached and forwarded to A/P.
9. Upon receipt, A/P clerk will time stamp the document and have the index code and sub-object checked for funds availability.
10. The A/P clerk will check each disbursement voucher for accuracy.
11. When the VP and the entire backup have been verified, the A/P clerk will enter the information into the FAMIS system.
12. A check will be generated in the next check run and returned to the Victim Advocate for cashing.



TITLE: OTHER CHECK REQUESTS

Rev: 1 | Date: 11/2/15 | I.D. Number: PSM 1-03

C. FLASH MONEY

PURPOSE

Flash money is exclusive to the Police department. The purpose of this program is to provide undercover detectives with “buy” money during sting operations. The money when requested is usually required on short notice and the procedure established is to make this happen as quickly and smoothly as possible. The funds are generally for large sums of money that are to be returned to the Treasury department after the immediate operation is over. This is a highly classified operation and should not be openly discussed so as to jeopardize the safety of the officers and the success of the operation.

PROCEDURE

1. When the detective bureau wants to request money from this special fund, one of the officers on the authorized list will telephone the Accounts Payable supervisor or designee and request “flash money”. The list should contain the names, titles and signatures of the authorized personnel.
2. The A/P supervisor or designee will pull the “call record” slip from the file and fill in the information required.

Police Department Flash Money
Call Record

Call taken by: _____ Date: _____

Person initiating request (caller): _____

Amount of flash money requested: \$ _____

Check payee: _____

Person who will pick up check: _____

Date/time check is needed: _____

Date when money will be redeposited: _____

5511m



TITLE: OTHER CHECK REQUESTS

Rev: 1 | Date: 11/2/15 | I.D. Number: PSM 1-03

The information required is as follows:

- a) The Accounts payable person taking the call enters their full name in the “call taken by” field. The date of the call is entered in the date field. The person initiating the request is the person on the authorized list who is calling.
 - b) If the person calling is not on the authorized list, they are told that they are not authorized to call and to have someone on the list call. **DO NOT TELL THEM THE NAMES ON THE LIST.**
 - c) The A/P person asks the caller for the amount of the request and records it on the slip.
 - d) The A/P person asks the caller to whom the check should be made payable. Typically the payee will also be the caller. If the payee is other than the caller it must be a person whose name appears on the authorized list.
 - e) The A/P employee should ask the caller for the name of the person who will pick up the check and records it in the form.
 - f) The date and time the check is needed will also be requested and entered on the call record slip.
 - g) The A/P employee also asks the caller for the date when the money will be re-deposited and enters it on the form.
 - h) The A/P employee asks the caller for the funding source (index code / sub-object) or other funding and notes it on the form. The A/P person should check the funding for accuracy and availability.
 - i) The A/P employee should inform the caller that a signed VP request filled in with the same payee, same amount and the index code/ sub-object or other funding source to be charged must be produced when they come to pick up the check. The VP request must also be approved via signature of an authorized employee of the Organized Crime Division, the Police Chief or his designee. A copy of the VP form should be faxed to A/P as soon as possible to ensure that the check will be ready when the detective comes to pick it up.
3. When all the information has been gathered and recorded on the “call record” and the telephone call is terminated, the A/P employee will use the information from the “call record” to begin to fill out the “disbursement voucher” information that is the same.



DEPARTMENT OF FINANCE – ACCOUNTS PAYABLE

TITLE: OTHER CHECK REQUESTS

Rev: 1 | Date: 11/2/15 | I.D. Number: PSM 1-03

DOC100510-001.pdf - Adobe Reader

File Edit View Document Tools Window Help

Police Department Flash Money
Disbursement Voucher

Date: _____ Check #: _____ Amount \$ _____

Person picking up check: _____

Date/time when funds will be redeposited: _____

Check disbursed by: _____

Check received by: _____

cc: Treasurer

551im

start | Inbox - Micr... | My Docume... | 002-Financ... | 002-Financ... | Accts Paya... | DOC100510... | 10:34 AM

4. The A/P person will take the call record to the Senior Accountant for approval.
5. After the Senior Accountant has signed the call record, the A/P person will use the information gathered to create a voucher payable. The clerk will check the vendor file for a vendor number for the payee. If there is not a vendor number for the Police department employee to whom the check should be made payable then one would need to be created.
6. The A/P employee will then enter all the information into the FAMIS system using the faxed copy of the VP as reference.
7. When the VP is entered, the A/P employee will generate a "manual check".
8. The check number and date will be entered on the "disbursement voucher".
9. The check will be verified and proofread by the senior accounting clerk to the Comptroller.
10. The check will be held in the Supervisor's filing cabinet until it is picked up.
11. When the police employee comes to pick up the check, they will present the original, signed VP properly executed.
12. The A/P clerk will check to see that all the information that was originally obtained on the VP copy and call record are still the same.
13. The clerk will then have the police employee produce their police issued identification or driver's license and then sign and print their name on the disbursement voucher.
14. The clerk will then give the police employee the check. (Generally, since this is usually for a large sum of money that will be cashed, the police employee has made arrangements with



DEPARTMENT OF FINANCE – ACCOUNTS PAYABLE

TITLE: OTHER CHECK REQUESTS

Rev: 1 | Date: 11/2/15 | I.D. Number: PSM 1-03

the bank to have the cash on hand and will be going directly to the bank. Since positive pay does not load the checks issued until overnight, the bank may call to verify the check number, payee and amount)

15. The A/P clerk will then make a copy of the disbursement voucher and send it to the appropriate Treasury accountant, who will be on the lookout for the money to be re-deposited by the date noted.
16. The original call record and disbursement voucher and the fax copy of the VP are attached to the original VP as backup and the check copy is attached to all.

D. VARIOUS FEES

PURPOSE

The purpose of these check requests is to pay other government agencies for fees that are non-negotiable and necessary. The city ordinance makes payments to other government agencies exempt from the procurement bid process. The process is also much quicker and these payments are usually needed quickly to avoid late fees and penalties or avoid delays in construction projects.

PROCEDURE

Engineering fees

Engineering permit fees are submitted on check request forms (VP) for payment to various county and state agencies. The VPs are submitted by the clerk's in the financial operations division at the request of the project engineer. The VPs with any supporting backup attached is time-stamped in A/P. this backup may just be a copy of the fee schedule from the government agency to validate the amount requested. The application form may sometimes be submitted with the check request but generally the application form and any plans that need to be submitted with it are not attached, as they are too bulky or not ready for submission.

The VP is routed to the Senior Accountant for review of the project code used.

The senior accountant checks to see that the Project code used is appropriate and related to the particular expenditure. The Senior Accountant also checks that funds are available for the expense. If any of these are an issue, the Senior Accountant will either contact the requester or return the paperwork for correction.

When the approvals are complete the Senior Accountant will return the paperwork to the A/P department.

The A/P employee responsible will check the backup against the VP for accuracy.

The clerk will search for a vendor code and verify the mailing address.

The A/P clerk will input the required details into the FAMIS system.



TITLE: OTHER CHECK REQUESTS

Rev: 1 | Date: 11/2/15 | I.D. Number: PSM 1-03

The check is usually required as soon as possible and depending on the check run schedule, the clerk will either do a manual check or let the computer generate a check in the scheduled check run. When the check is ready, the A/P clerk telephones the Engineering clerk to come and pick up the check. If it was a manual check, the Engineering clerk signs the check copy.

Summons and Title fees

The police department issues check requests for summons and title fees.

The summons fees are issued to the Clerk of the court for the issuance of the summons. The VP will be made out to the agency and the description will have the case number and the forfeited property description, whether money or goods. The VP will be time stamped and forwarded to the A/P clerk responsible for checking funds.

The VP is then passed to another clerk for verifying the backup information to the VP. The clerk searches the vendor files for the vendor number related to the payee name and address and writes it on the document. The clerk then enters the information into the FAMIS system and creates a voucher payable. If the check is needed as soon as possible, then a manual check is generated, otherwise the check will be generated in the next scheduled check run.

The title fees are issued to the State of Florida, motor vehicle division for the titles to various vehicles that were confiscated in various criminal activity and that have been awarded to the police department by the court.

The check request (VP) form is used and usually a memo and a copy of the judgment are attached as backup. The process is the same for all VP documents: there is a funds check, search for a vendor number with the correct remit address. When all is correct, the document details are input into the FAMIS system. A manual check or computer check is then generated and returned via inter-office mail to the requester for disposition.

E. RETURN OF PROPERTY

Return of property check requests are issued to repay or return seized property or a portion thereof to the owner or someone they have authorized. There is generally a memo request attached as part of the supporting documents. There may also be a copy of a court order or judgment attached.

There are many scenarios to the return of property procedure:

When cash is involved, the court may return all of the money to the defendant or another person as ordered. In these cases, the check request (VP) should be made out to the payee as directed. The amount and funding sources must be included and the VP will be handled in the same manner as other check requests are.



DEPARTMENT OF FINANCE – ACCOUNTS PAYABLE

TITLE: OTHER CHECK REQUESTS

Rev: 1 | Date: 11/2/15 | I.D. Number: PSM 1-03

The A/P clerk will do a vendor look up in the Famis vendor files. If the name and the address already exist, the clerk will go to the vendor detail screen and change the expiration date to a future date, generally six months ahead. This will allow the vendor number to be used without creating an error. The A/P clerk then enters the document in the Famis system. The clerk will link to screen 4000, Financial Processing. The clerk will key in 03-Direct payments and using the vendor number on file will key in the required information.

If the name and address are not found in the vendor file, the clerk will link to screen 4000, key in 04 – One time vendor payments and enter. On this screen, the clerk will enter the document number and the payee's name and address and the other required information. The system will then create a temporary vendor number which the clerk will write on the document in the space provided.

When cash is involved, the court may also order that some or all of the money be turned over to the defendant's attorney. In these cases, the check request will be made out to the attorney or law firm and they will need to provide a W-9 filled out with the required information. A vendor number will be created for that attorney and entered on the document. NOTE: Payments to attorney's or law firms are reportable to the IRS and therefore the 1099 indicator should be Y for yes. This is true even when the tax identification number used is an EIN – Employer identification number and the company's status is corporation.

In some cases, property is involved and the police department is awarded the property in exchange for a portion of the value of said property being returned to either the defendant, the lawyer or law firm or another party. These cases would be handled in a similar manner to the cases with the same manner of payment distribution as the above. These requests are generally time sensitive and where needed may require a manual check to be issued. The checks are returned to the Police department clerk via inter-office envelope for distribution.

F. ASSET SHARING WITH OTHER GOVERNMENT AGENCIES

PURPOSE

The purpose of these check requests is to distribute funds awarded to the Drug Enforcement Administration (DEA) and its Southeast Florida Regional Task Force (SERTF) to all the local law enforcement agencies that participated in the seizure. The money is awarded pursuant to the Florida Contraband Forfeiture Act. The United States Department of Justice and the federal asset sharing agreement require that these confiscated funds be shared equally among these agencies. (As of September 4, 2007, the City of Fort Lauderdale is to receive an extra share of SERTF funds, for the participation of an additional agent assigned to the Task Force). The City must submit a request for the money to the U.S. Department of Justice within a specified time to get the money and must state what it will be used for. The funds must be used for the purpose stated in the request. Upon approval by the federal government the money is transferred via wire to the City's account and notification sent. City Commission approval to accept the funds must be obtained prior to distribution.



TITLE: OTHER CHECK REQUESTS

Rev: 1 | Date: 11/2/15 | I.D. Number: PSM 1-03

PROCEDURE

1. The police department clerk submits a VP check request with the pertinent back up attached and forwards it to Finance department.
2. The VP is time stamped and given to the senior accountant who conducts a funds check, approves the document and returns it to the A/P division.
3. The A/P clerk assigns a vendor number to the document and enters it into the system.
4. When the check run is conducted and the checks are received, they are forwarded to the requesting clerk for distribution.

9. PROCUREMENT CARD MASTER BILL

PURPOSE

The Procurement department administers a purchasing card program within the City for the purpose of purchasing goods and products under \$1000.00. Certain purchases are restricted. More detailed information is available in the P.S.M. 9.13.1.4. in the City's Policy and Standards manual.

Accounts Payable is responsible for the monthly interface of these purchases into FAMIS and the payment of the master bill received from SunTrust Bank. The Senior Accounting Clerk in Finance Administration reviews the charges, makes corrections and then sweeps the transactions to close them out and prohibit further access by the departments.

PROCEDURE

Some employees in the departments have been issued procurement cards (p-cards) for making purchases. This was implemented to allow departments to purchase goods not exceeding \$1,000.00 directly from vendors more quickly and efficiently. Each department has a Group Purchasing Card representative responsible for reviewing all the monthly statements for the individuals in their group and keeping these statements with the supporting backup for record keeping. Each cardholder has an index code to which all purchases made by the cardholder defaults.

The statement for the procurement cards runs from the 16th of the month through the 15th of the following month. A file is downloaded by the bank into WORKS which is accessible by the department representatives who may go into the program and reallocate the charges to different accounting codes when necessary. The departments have 5 additional days until the 20th of the month to make any additional reallocations. The Senior Accounting clerk in the Finance department reviews the reallocations for any obvious errors such as no sub-object or if the prefix to the index code is not in caps and corrects them. If not caught by the clerk, these cases would go to error when the p-card interface rolls into FAMIS and would have to be corrected then.

The Senior Accounting clerk then sends an e-mail to Operator 1, Computer Operations Supervisor, Carl Dixon and carbon copies Controller and Accounts Payable Supervisor or designee. The e-mail will instruct Operator 1 in the computer room to extract the files from Works data files and create a report as of the 15th of the month, the statement cutoff date.



DEPARTMENT OF FINANCE – ACCOUNTS PAYABLE

TITLE: OTHER CHECK REQUESTS

Rev: 1 | Date: 11/2/15 | I.D. Number: PSM 1-03

The report along with a procurement card processing sheet (input 26) is forwarded to Accounts Payable by the computer operations technician. Upon receipt the Accounts Payable supervisor compares the totals with the total due on the Visa master credit card statement which is mailed on the 15th and is received in Finance. If the totals do not match, the discrepancy is reported to the Controller who will try to figure out what the difference is and what to do to correct it. When the problem is found the procurement card processing sheet is signed by the AP supervisor authorizing computer operations to transmit the file into FAMIS.

The A/P supervisor then prepares a VP, the request for payment form. The total due on the statement is the amount and it is charged against index code FD999 with a G/L code 999999 and made payable to the name and address as it appears on the statement. A manual check is processed and mailed with the remittance stub of the statement.

The next business day, the accounting clerk who distributes the daily reports will give a copy of the INTERFACE DETAILS REPORT to the A/P supervisor to verify the amount that was interfaced. The clerk will also check the ERROR REPORT to see if any p-card transactions are on error and if there are any, make a copy for the supervisor. The supervisor will endeavor to make the corrections or enlist the help of the Accountants to do so.

The data file report from WORKS, the interface details and the document error report if it had any p-card errors are all filed away in the PROCUREMENT CARD INTERFACE file.

PROCEDURE

1. The Senior Accounting Clerk in Finance administration notifies Information Technology Services (ITS) via email that the transaction file for interface to FAMIS is ready to be processed.
2. The Information Technology Clerk processes the file and prints report FAMISINT.4GE .
3. AP verifies that the report total matches the SunTrust bill received by USPS mail then informs ITS that the interface is approved for processing.
4. The following day, a copy of FAMIS report FAMR130A is obtained and the interface total is verified.
5. The FAMISINT.4GE report is filed along with the FAMR130A.
6. A VP form is filled out with the vendor name, remittance address, vendor number and amount. The funding source for payment of the SunTrust master bill is **FD999 GL 999999**. The transaction code to be used is **201**.
7. A wire transfer form is prepared and given to an Accountant II along with the VP for processing. Once the wire transfer has been processed, a copy is returned to AP to be filed.