

DEPARTMENT OF CULTURE, RECREATION, AND TOURISM
Office of Management and Finance

OMF-PPM# - CG-2

Effective Date: 08/01/2018

Revision Date:

CONTRACT PAYMENT

PURPOSE

Contracts, as legal obligations of the agency department, require payments be made in a manner to ensure that all requirements of the contract are met.

PROCEDURES:

Agency

1. Reviews the invoice and supporting documentation from Contractor to verify compliance with contract requirements.
2. Attaches LaGov purchase order document to contractor invoice and back up documents.
3. Invoice, purchase order and other documentation is forwarded to OMF for payment

OMF – Budget Analyst

1. Date stamps invoice
2. Reviews invoices for compliance and appropriate documentation
3. Forwards to Accounts Payable for payment

OMF – Accounting

1. Processes payment in LaGov
2. Routes to supervisor for approval