

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

OMF-PPM# - CG-3

Effective Date: 08/01/2018

Revision Date:

DEPARTMENTAL CONTRACT PAYMENT

PURPOSE

Department contracts, as legal obligations of the department, require payments be made by each agency for costs incurred for services rendered. Payments will be made in a manner to ensure that all requirements of the contract are met.

PROCEDURES:

OMF – Budget Analyst

1. Audits the invoice to ensure costs are in compliance with the terms of the contract.
2. Separates invoiced costs incurred by the agency(s).
3. Prepares a cost recap of invoice for each agency. Recap will include the date of charge, explanation and amount.
4. Routes via email or interoffice mail the invoice to the Business Service manager or Deputy Assistant Secretary
5. Coordinates approvals from all agencies, prepares cover sheet for invoice with all coding and forwards to Accounting

Agency

1. Agency staff completes Supplemental Receiving report and provides the appropriate agency approvals.
2. Reroutes all documentation back to OMF budget analyst

OMF – Accounting

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