

TO: ALL COUNTY PERSONNEL

**FROM: VERDENIA C. BAKER
COUNTY ADMINISTRATOR**

PREPARED BY: PURCHASING DEPARTMENT

SUBJECT: DIRECT PAYMENT FOR GOODS AND SERVICES

PPM #: CW-L-035

ISSUE DATE
March 12, 2018

EFFECTIVE DATE
March 12, 2018

PURPOSE:

To provide User County Departments with the authority to approve payment for goods and services, which are exempt from the Purchasing Code, and that qualify for the direct payment process pursuant to this PPM.

UPDATES:

Future updates to this PPM are the responsibility of the Director of Purchasing.

AUTHORITY:

- County Administrative Code, Section 305.16, as may be amended
- Sections 2-51 through 2-58, Palm Beach County Code, as may be amended (“the Purchasing Code”)

POLICY:

Section 2-51(f) of the Purchasing Code exempts certain goods and services from the County’s centralized purchasing procedures. The use of Purchasing Department staff for the procurement of the following types of exempt items is not an efficient use of County resources. Therefore, it is in the County’s best interest to provide an alternate mechanism for authorizing payment for the purchase of designated exempt goods and services.

Section 2-51(2) of the Purchasing Code provides that exempt purchases shall, where possible, be competitively procured by the User County Department and that User County Departments shall maintain an internal policy and procedure for all exempt purchases. **Notwithstanding the previous sentence, all goods and services purchased or reimbursed with federal monies shall be procured in accordance with PPM CW-L-049, Procurement of All Non-Construction Related Goods or Services Purchased or Reimbursed with Federal Funds.**

GUIDELINES:

Attachment 1 to this PPM ("Authorized List") is a list of specific exempt goods and services that may be paid pursuant to this PPM as "Authorized Direct Payments". Purchase requisitions will not be accepted by the Purchasing Department for goods and services on the Authorized List.

Any new exempt goods and services added to the Authorized List must be approved by the County Administrator or designee in coordination with the Clerk & Comptroller's Finance Department.

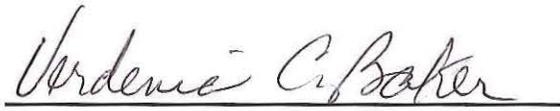
The procurement of some exempt goods or services on the Authorized List may require a specific process or procedure as dictated by additional PPMs. In these instances, the additional PPM is included in the Authorized List and must be followed by the User County Department.

Attachment 2 to this PPM is the Direct Payment Voucher ("Voucher"). Use of this Voucher is encouraged, but not required, for the processing of direct payments. If the Voucher is not used, a memorandum attached to the supporting documentation must be substituted by the User County Department.

INSTRUCTIONS FOR COMPLETING THE DIRECT PAYMENT VOUCHER:

- A. VOUCHER NUMBER (Optional). Enter voucher number, if any. User County Departments are encouraged to establish their own numbering system for reference and control purposes.
- B. VENDOR NAME. Enter vendor name.
- C. VENDOR ADDRESS. Enter vendor address.
- D. VENDOR CITY. Enter vendor city.
- E. VENDOR STATE; ZIP. Enter vendor state and zip code.
- F. DATE. Enter today's date.
- G. VENDOR NUMBER. Enter vendor number as shown in the Advantage Financial System ("Advantage"). Many vendors have similar names. Be sure to use the correct vendor number. For new vendors, an IRS W-9 Form is required.
- H. PURPOSE. Enter the purpose of the expenditure.
- I. ACCOUNT NUMBER. Enter the Fund, Department, Unit, Object, Program and Program period (if applicable) where the expenditure is to be charged. Multiple account numbers and amounts may be shown for expenditures to be charged to more than one line item.
- J. AMOUNT. Enter amount to be paid.
- K. DEPARTMENT. Enter the name of the User County Department.

- L. DIVISION. Enter the name of the User County Division within that User County Department.
- M. SIGNATURE. The signature of the person authorized to approve expenditures is required.
- N. TITLE. Enter the title of the person signing the Direct Payment Voucher.
- O. Attach appropriate supporting documentation to the Voucher and forward it directly to the Clerk & Comptroller's Finance Department. The supporting documentation must provide sufficient information to identify the vendor and the amount to be paid. Such documentation may include invoices, renewal notices, training announcements, letter of agreement or proposal, Court orders, and other original documents. The Clerk & Comptroller's Finance Department shall determine the adequacy of the documentation provided.



VERDENIA C. BAKER
COUNTY ADMINISTRATOR

Suppression History

1. PPM # CW-L-035, issued 10/5/1995
2. PPM # CW-L-035, issued 2/15/2003
3. PPM # CW-L-035, issued 2/1/2006
4. PPM # CW-L-035, issued 12/1/2006
5. PPM # CW-L-035, issued 12/10/2009
6. PPM # CW-L-035, issued 12/3/2012
7. PPM # CW-L-035, issued 1/28/2014
8. PPM # CW-L-035, issued 1/21/15
9. PPM # CW-L-035, issued 2/24/2016
8. PPM # CW-L-035, issued 2/10/2017

AUTHORIZED DIRECT PAYMENTS

ADVERTISING

Radio
Journals
Billboards
Magazines
Newspapers
Television
Bus Wraps
Internet
Electronic
Bus Shelters
Monitor Displays
Flyers

COPYRIGHT MATERIALS (those materials available only from the holder of the copyright)

COURT RELATED PAYMENTS (As dictated by various Florida Statutes and/or Court Administrative Codes as related to Court Administration)

Grand Jury
Grand Jury Court Reporters and Related Expenses

CREDIT CARDS (Unless otherwise agreed by the County Administrator or designee and the Clerk & Comptroller's Finance Department, requests for Credit Card use is restricted to those purchases requiring a credit card. If other payment mechanisms are available, requests for Credit Card use are strongly discouraged.)

- Fuel
- Sunpass Transponders
- Emergency Use (See PPM #CW-L-045)
- Domain Names (ISS Department)
- Apple Applications or Software (Court Administration, ISS Department, Fire Rescue)
- Apple Developer License (ISS Department)
- Travel (PPM # CW-F-009)
- FDLE – Level 1 or 2 Background/Screening Checks
- Permits
- Digital products from digital only organizations including subscriptions, memberships, award entries, non-enterprise software, social media tools, and advertising (Public Affairs Department, Palm Tran, Parks & Recreation Department)
- Library materials from on-line sources (For use by County Library Department)
- Gift Cards as provided under the Department of Community Services Health and Human Services Programs
- Rent deposit, first month rent, last month rent, or monthly rent as provided under the Department of Community Services Health and Human Services Programs

- Lodging for persons at risk (Community Services, Victim Services)
- Emergency financial assistance to crime victims (Per R-2014-1097)
- Government IDs (Community Services)

Note: If applicable, Resource Manager Approval is required and must be submitted along with the invoice to the Clerk & Comptroller's Finance Department for payment.

DUES AND MEMBERSHIPS (See PPM #CW-F-007)

GOVERNMENT AGENCIES

- Lot Clearing
- Licenses
- Permits
- Inspections
- Certifications
- Fees
- Assessments / Garbage - SWA
- Tipping Fees / Garbage - SWA
- Taxes
- FDLE and FBI Background Checks
- Fingerprint Processing
- Death Certificates for Veterans
- Security Badges
- Visas

Fines and Penalties (Department Head approval required for amounts less than \$1,000.

Deputy/Assistant County Administrator approval required for fines and penalties equal to or in excess of \$1,000.)

HAZMAT (HAZARD MATERIAL) TEAM EXPOSURE TESTING

HIV TESTING

HOSPITALITY EXPENSES (See Ordinance 86-19, County Administrative Code 305.06, and PPM #CW-F-019)

HEALTH AND HUMAN SERVICES EXPENSES (See Department of Community Services Policy & Procedure Manual as approved by the Board of County Commissioners on 11/1/2016. See also Public Safety Department Policy and Procedure Manual as approved by the Board of County Commissioners on 10/3/17.)

- Rent – Rental Deposit, First Month, Last month, and Monthly rent
- Rental Subsidy Payments
- Utilities - electric, gas and water, including deposits
- Items to set up apartment including furniture which can be purchased as new or as replacement furniture due to normal wear and tear
- Uncovered Medical Expenses
- Medical Supplies as documented by a Physician

Bus Passes
Food Voucher/ Advance Purchase Gift Card
Destruction of Property caused by client. Client payment will be based on ability to pay
Basic Needs - cleaning supplies, household items, toiletries, and essential items.
Unit Inspection- Habitability Study or Housing Quality Standard
Financial Literacy Training and Education
Other essential items as needed and approved in writing by the Case Management Supervisor

INSURANCE PREMIUM PAYMENTS (See County Administrative Code 308.01)

Bond Insurance for Constitutional Officers
Fire-Rescue Volunteer Insurance
Claims Payments (casualty insurance program – See PPM #CW-P-064)
Volunteer Fire-Rescue Workers' Comp
Dental Plan Insurance ***
Palm Tran Insurance
Disability Insurance
Employee's Health Insurance ***

***Note: These items may need to have a Contract approved by the Board of County Commissioners and may be processed through the Purchasing Department.

JOB-RELATED TRAINING & SEMINARS

Employee Training and Training Materials Provided With, or as an Integral Part, of
Training
Correspondence Courses
On Line Training Courses
Instructor Fees, Materials & Administrative Costs
Registration Fees
Employee Program Development Materials & Costs
Training Materials, e.g., Manuals, DVDS, Etc.

LEGAL FEES

Law Suit Settlements (See County Administrative Code 305.08 and PPM #CW-P-064)
Expert Witnesses & Related Expenses
Court Reporters
Mediator Fees
Traffic Magistrates

NOTARY PUBLIC (See PPM #CW-O-009)

PROFESSIONAL MEDICAL SERVICES

Doctors, Veterinarians, Medical Directors ***
Necessary and Critical Forensic Medical Services
Forensic Laboratory Services

***Note: These items may need to have a Contract approved by the Board of County Commissioners and may be processed through the Purchasing Department.

POSTAGE (See PPM #CW-L-003)

Stamps and Other U.S. Postage
Meter Refills

SUBSCRIPTIONS (See PPM #CW-F-007)

Newspapers and Periodicals
Magazines
Journals
Florida Statutes
Electronic Subscriptions

TITLE X MILITARY GRANTS

UTILITY SERVICES

Water Services, Sewer Services, Electricity Provision, Gas Services, Telephone Services, and Internet Services
Utility Relocations in County Right of Ways (See County Administrative Code 404.00)
Governmental Franchise Agreements
Cable TV/Satellite TV (See PPM #CW-O-088)
Garbage

Note: Services and products offered by utility companies, including but not limited to FPL, AT&T, and Comcast, other than those strictly identified above are not exempt from the Purchasing Code.

WORKERS' COMPENSATION EXPENSES (As dictated by various Florida Statutes, court orders & case law see PPM #CW-P-002 and PPM #CW-P-0063)

Hospitals
Hospitals (Claimant)
Rehab (Claimant)
Mileage (Claimant)
Doctors (Claimant)
Drugs (Claimant)
Miscellaneous (Claimant)
Personal Payments
Lump Sum Settlements
Depositions
Stipulation for Attorney Fees

PUBLIC DEFENDER AND STATE ATTORNEY MISCELLANEOUS COSTS OR EXPENSES

TAG AND TITLES – (See PPM #CW-0-074)

EMPLOYEE TUITION – (See PPM #CW-P-008)

MOVING EXPENSE REIMBURSEMENT – (See PPM #CW-F-012)

REFUNDS

(SEE NEXT PAGE FOR DIRECT PAYMENT VOUCHER)

**PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS
DIRECT PAYMENT VOUCHERS**

| |
|-----------------------|
| VOUCHER NUMBER |
| |

| | | | |
|---|-----------------------|----------------------|--|
| VENDOR NAME | | | |
| VENDOR ADDRESS | | | |
| VENDOR CITY | | DATE | |
| VENDOR STATE; ZIP | | VENDOR NUMBER | |
| PURPOSE | ACCOUNT NUMBER | AMOUNT | |
| | | | |
| | | | |
| AUTHORIZED USES | | | |
| <p>THIS FORM IS TO BE USED TO AUTHORIZE DIRECT PAYMENT BY <u>THE CLERK & COMPTROLLER'S FINANCE DEPARTMENT</u> FOR THOSE ITEMS LISTED IN COUNTYWIDE PPM # CW-L-035.</p> | | | |
| APPROVAL | | | |
| DEPARTMENT | DIVISION | | |
| SIGNATURE | TITLE | | |