

## AUDIT REPORT TRACKING SYSTEM (ARTS)

SECTION I: SUMMARY INFORMATION			
<b>Audit Title:</b>	General Services' Payment Process Should Better Protect Public Resources	<b>Audit Release Date:</b>	10/16/2017
<b>Department:</b>	General Services	<b>Last Report Date:</b>	04/24/2019
<b>Department Director:</b>	Earnest Rouse	<b>This Report Date:</b>	07/01/2019
<b>Contact Person/Phone:</b>	Yolanda McKinzy/x30788	<b>Expected Presentation Date:</b>	07/17/2019
SECTION II: RECORD OF IMPLEMENTED RECOMMENDATIONS			
1. Implemented 03/2018		8. Implemented 04/2018	
2. Implemented 03/2018		9. Implemented 05/2018	
3. Implemented 03/2018		10. Implemented 06/2019	
4. Implemented 03/21/2019		11. Implemented 03/2018	
5. Implemented 05/2018		13. Implemented 06/2018	
6. Implemented 04/2018		14. Implemented 04/2018	
7. Implemented 04/2018			
SECTION III: SUMMARY OF IMPLEMENTATION EFFORTS			
<b>Recommendation 10: The director of general services should ensure Procurement Division staff request the Finance Department update pay terms when contracts contain pay terms other than net 30.</b>			
<i>Status of Recommendation: Implemented</i>			
<p>General Services, in collaboration with the Finance Department, following supplier agreement negotiation notifies the accounts payable unit of contracts containing pay terms other than net 30 by email and/or phone.</p> <p>The city's standard payment is Net 30 days unless otherwise noted by the supplier or submitted on voucher for payment from a city department. All payments to suppliers follow the terms set in P-Financials. If payment terms are changed by a supplier, the Procurement Officer would notify the Accounts Payable Section of this change through email. Once received, Accounts Payable will update the terms in P-Financials for the supplier. This occurrence is very infrequent with over 95% of City suppliers' payment terms set at Net 30 Days.</p> <p>Note: On those rare occasions when a discount payment is offered and not permanent, the Procurement Officer will notify the GSD finance section prior to receipt of an invoice.</p>			