Accounts Payable Voucher Processing Workshop

Presented by:
Commercial Claims Unit
Division of School Financial Services
Agenda

**LACOE – COUNTY SUPERINTENDENT**
Education Codes governing the expenditures of district funds

**COMMERCIAL CLAIMS VOUCHER APPROVAL PROCESSES**
- Accounts Payable Process
- Pre-Audit Process
- Documentation Checklist

**COMMON LEGAL CODES**

**EFFECTIVE COMMUNICATION AND RESOURCES**
LACOE County Superintendent

The County Superintendent of Schools provides fiscal oversight of school districts in his or her county (Education Code 1240)

- 80 K-12 school districts
- 13 community colleges
- And other LEA’s
Education Codes governing the expenditures of district funds

EC 42630. Except as otherwise provided in this code, money shall be paid from the funds of any school district for the payment of the expenses of the district, only as provided in this article.
Education Codes on Payments by School Districts and Community Colleges

EC 42631/85231: Made by written order of the governing board of the district

EC 42632/85232: Signed by majority of governing board or authorized designee

EC 42634/85234: Numbered; indicate fund, amount, payee, and price of each item

EC 42635/85235: Submitted to the County Office

EC 42636/85236: County examines order, endorse as “examined and approved” if proper
A signature that is not on the current Certification of Signatures on file or on an expired Resolution will not be honored for purposes of approving voucher requests.
Audit Criteria & Review Process

Accuracy

• Basis and veracity of Amount Due
• Invoice addressed to district
• Vendor name and address
Audit Criteria & Review Process

Authority and Budget

• Verify authorizations/signatures
• Verify accuracy of object code used
• On Continuing contracts, verify remaining balance of Contract Amount or Purchase Order amount using the Access database
Audit Criteria and Review Process

Legality

Verify compliance to applicable codes on bidding, retention, and bonding requirements on purchasing using public funds
Accounts Payable Process

1. District enters and approves voucher requests
2. Paycycle process runs
3. Warrant issued for non-audit items
4. Vouchers flagged for Audit or Amount Hold
   • CCU reviews supporting documentation
   • CCU approves voucher
   • Warrant issued
Global Vendors
LACOE Bulletin 4291

Global vendors are exempt from audit or amount hold.

Utilities, benefit administrators, insurance may be exempt from audit or amount hold provided the vendors have been classified as Global Vendors.

Exemption is based on a combination for fund and object codes.
Checking Voucher Status

- Suspense Register
- PeopleSoft Voucher Approval Panel
- PeopleSoft Voucher Information Panel
# Suspense Register – Part 1

<table>
<thead>
<tr>
<th>AMT</th>
<th>On hold due to Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUD</td>
<td>On hold due to Object Code</td>
</tr>
<tr>
<td>APRV</td>
<td>Approved by SFS</td>
</tr>
</tbody>
</table>

**CALIFORNIA SCHOOL DISTRICT**

**Los Angeles County Office of Education**

**LACOE – Suspense Register**

<table>
<thead>
<tr>
<th>PAYEE</th>
<th>REF ED NO</th>
<th>FUND</th>
<th>AMOUNT BY ACCOUNT</th>
<th>SCHED DUE DT</th>
</tr>
</thead>
<tbody>
<tr>
<td>RALPH BEATTY CONSTRUCTION</td>
<td>00816704</td>
<td>19031158</td>
<td>370,836.30</td>
<td>04/01/19</td>
</tr>
<tr>
<td>US BANK TRUST N.A.CORP.</td>
<td>00826002</td>
<td>19031415</td>
<td>39,917.79</td>
<td>04/02/19</td>
</tr>
<tr>
<td>BEACH CITIES LEARNING LLC</td>
<td>00886379</td>
<td>19032216</td>
<td>1,086.24</td>
<td>04/04/19</td>
</tr>
<tr>
<td></td>
<td>00886380</td>
<td>19032218</td>
<td>1,058.56</td>
<td>04/04/19</td>
</tr>
<tr>
<td></td>
<td>00886390</td>
<td>19032220</td>
<td>1,415.04</td>
<td>04/04/19</td>
</tr>
<tr>
<td></td>
<td>00886400</td>
<td>19032222</td>
<td>741.00</td>
<td>04/04/19</td>
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<tr>
<td></td>
<td>00886411</td>
<td>19032223</td>
<td>381.00</td>
<td>04/04/19</td>
</tr>
<tr>
<td></td>
<td>00886422</td>
<td>19032224</td>
<td>4,115.14</td>
<td>04/04/19</td>
</tr>
<tr>
<td></td>
<td>00886432</td>
<td>19032225</td>
<td>469.42</td>
<td>04/04/19</td>
</tr>
<tr>
<td></td>
<td>00886442</td>
<td>19032227</td>
<td>334.02</td>
<td>04/04/19</td>
</tr>
<tr>
<td></td>
<td>00886452</td>
<td>19032229</td>
<td>424.00</td>
<td>04/04/19</td>
</tr>
</tbody>
</table>

**AMT** – On hold due to Amount

**AUD** – On hold due to Object Code

**APRV** – Approved by SFS
## Suspense Register – Part 2

### Data Table

<table>
<thead>
<tr>
<th>Voucher Number</th>
<th>Reference ID</th>
<th>PO Number</th>
<th>Fund</th>
<th>Description</th>
<th>Amount by Account</th>
<th>Amount by Voucher</th>
</tr>
</thead>
<tbody>
<tr>
<td>00422397</td>
<td>APO170020</td>
<td></td>
<td>01.0-00000.0-00000-02570-4320-1966000 SU</td>
<td>75.16</td>
<td>75.16</td>
<td></td>
</tr>
<tr>
<td>00422399</td>
<td>APO170020</td>
<td></td>
<td>01.0-00000.0-00000-02570-4320-1966000 SU</td>
<td>-75.16</td>
<td>-75.16</td>
<td></td>
</tr>
<tr>
<td>00429475</td>
<td></td>
<td></td>
<td>01.0-00000.0-00000-02220-4550-6120000 SU</td>
<td>-127.82</td>
<td>-127.82</td>
<td></td>
</tr>
<tr>
<td>00434220</td>
<td></td>
<td></td>
<td>01.0-00000.0-00000-03100-5210-6450000 TR</td>
<td>196.84</td>
<td>196.84</td>
<td></td>
</tr>
<tr>
<td>00434248</td>
<td>APO180383</td>
<td></td>
<td>01.3-00000.0-00000-71120-4550-6460000 SU</td>
<td>7.56</td>
<td>7.56</td>
<td></td>
</tr>
</tbody>
</table>

**Status Codes:**

- **PD**: Pending District Level Approval
- **AD**: Approved at the District Level

**Scheduling Details:**

- **Due Date**: 12/06/19
- **Run Date**: 04/08/2019
PeopleSoft LACOE Voucher Approval Panel

Go ➔ Administer Procurement ➔ Enter Voucher Information
Inquire ➔ LACOE Voucher Approval Status ➔ Audit or Amount Hold
PeopleSoft Voucher Information Panel

Go ➔ Administer Procurement ➔ Enter Voucher Information ➔ Use ➔ Voucher ➔ Voucher Summary
## PeopleSoft Voucher Information Panel

### Voucher Summary Tab - Example 1

![PeopleSoft Voucher Information Panel](image)

<table>
<thead>
<tr>
<th>Unit:</th>
<th>64261</th>
</tr>
</thead>
<tbody>
<tr>
<td>Voucher:</td>
<td>123456</td>
</tr>
<tr>
<td>Date:</td>
<td>03/22/2019</td>
</tr>
</tbody>
</table>

**District Approval**
- **Voucher Status:** Approved
- **Entered By:** STR456LS
- **Approved By:** STR123JT
- **Last Updated:** 04/10/2019

**Vendor:** TRAINING VENDOR
- **Vendor ID:** 08126
- **Pay Group:**

**Commercial Claim Status:** Approved
- **Last Updated:** 04/15/2019
- **Approved By:** LSF151AF

**Voucher Process**
- **Budget Check:**
  - **Valid:**

**Payment Detail**
- **Payment Reference:** 21278734
- **Payment Date:** 04/16/2019
- **Payment Method:** CHK
- **Payment Status:** Paid
- **Payment Amount:** 1546.00
PeopleSoft Voucher Information Panel

Voucher Summary Tab - Example 2

- District Approval
- Voucher Status: Open-Pending District Approval
- Entered By: STR456LS
- Approved By: STR456LS
- Last Updated:

- LACOE Approval
- Commercial Claim Status: Non-auditable
- Last Updated:
- Approved By:

- Voucher Process
- Post Status: Unposted

- Budget Check
- Valid

- Purchase Order Information
- PO Number:
- Match Status: Not Applicable

- Payment Detail
- Payment Reference:
- Payment Date:
- Payment Method:
- Payment Status:
- Payment Amount:
PeopleSoft Voucher Information Panel

Voucher Summary tab – Example 3

Voucher: 123456
Date: 03/22/2019
Vendor: TRAINING VENDOR

District Approval
Voucher Status: Approved
Entered By: STR456LS
Approved By: STR123JT
Last Updated: 04/10/2019

LACOE Approval
Commercial Claim Status: Non-auditable

Purchase Order Information
PO Number: 370130
Match Status: Not Applicable

Payment Detail
Payment Reference:
Payment Date:
Payment Method:
Payment Status:
Payment Amount:
PeopleSoft Voucher Information Panel
Schedule Payment tab – Example 3 Cont’d
Back-up Documentation
Delivery Methods

Electronic Form
• Bulletin 4268 dated Jan 11, 2016
• File name convention must be: 
  \textit{BU#\_Voucher\#\_Vendor Name\_PO\_Contract\#}

PeopleSoft Voucher Attachment
• Bulletin 4192 dated September 18, 2015
<table>
<thead>
<tr>
<th>PO Number</th>
<th>Voucher Number</th>
<th>Voucher Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PO Number</th>
<th>Voucher Number</th>
<th>Voucher Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>District Contact Name</th>
<th>Phone Number</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Attach supporting documentation for audit of the above claim for payment.

<table>
<thead>
<tr>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

Click to view Documentation Guide and Checklist

FOM No. 533-936 05/13/2018

Commercial Claims Only
PS Navigation to PeopleSoft Attachment

GO ➔ ADMINISTER PROCUREMENT ➔ ENTER VOUCHER INFORMATION

USE ➔ PO VOUCHER ➔ HEADER INFORMATION ➔ ADD

Bulletin #4192 – Voucher Attachment

Bulletin #3710 – Voucher Attachment for PO Order & Requisitions
General Expenditures Audit Requirements

- **Contract or Purchase Order** with proof of Board Approval or ratification

- **Invoice** addressed to the district, itemized, and information must match contract or PO

- **Proof of receipt or service** following your governing board policies and regulations

- **Proof of compliance** to applicable code based on type of expenditure or amount (i.e.: proof of bidding, payment bond, retention, notice of completion.)
## Competitive Bidding Thresholds

Expenditures surpassing the below thresholds shown below will be subject to competitive bidding compliance review.

<table>
<thead>
<tr>
<th>PROJECT TYPE</th>
<th>THRESHOLD AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Child Nutrition</td>
<td>$250,000</td>
</tr>
<tr>
<td>Purchases, Maintenance &amp; Repairs</td>
<td>$92,600</td>
</tr>
<tr>
<td>Public Projects &amp; Construction Services</td>
<td>$15,000</td>
</tr>
<tr>
<td>Transportation</td>
<td>$10,000</td>
</tr>
</tbody>
</table>
A Public Entity may elect to adopt the Uniform Public Construction Cost Accounting Act and use “Informal Bidding Procedures” to Award Contracts Between $60,000 and $200,000.
## CUPCCAA Bid Limits

<table>
<thead>
<tr>
<th>Public Contract Code Section</th>
<th>Requirement</th>
<th>Project Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Current Limit</td>
</tr>
<tr>
<td>22032(a)</td>
<td>No bid requirements. May be performed by employees of a public agency (Force account)</td>
<td>$45,000 or less</td>
</tr>
<tr>
<td>22032(b)</td>
<td>Informal bid procedures (PCC 22034)</td>
<td>$175,000 or less</td>
</tr>
<tr>
<td>22032 (c)</td>
<td>Formal bidding procedure</td>
<td>&gt;$175,000</td>
</tr>
<tr>
<td>22034 (d)</td>
<td>Board Resolution with 4/5 vote</td>
<td>&gt;$187,000</td>
</tr>
</tbody>
</table>
# Public Project or Maintenance

<table>
<thead>
<tr>
<th>Public Project</th>
<th>Maintenance or Repairs</th>
</tr>
</thead>
<tbody>
<tr>
<td>$15,000</td>
<td>$92,600</td>
</tr>
</tbody>
</table>

- **Public Project**
  - Improves or adds value to the property.
  - Requires construction, reconstruction, erection, alteration, demolition, and installation on a publicly owned, leased, or operated facility.

- **Maintenance or Repairs**
  - Routine, recurring, and usual work.
  - For the preservation or protection of any publically owned, leased, or operated facility.
Proof of Competitive Bidding
Minimum Documentation Requirement

• Advertisement to Bid
• Board Action Awarding Bid
• Board Adoption of the pre-qualification process
• Listing of prequalified general and MEP subcontractors
Competitive Bid Exemptions

The following are exempt from competitive bidding:

• Emergency Resolution
• Cooperative Contracts
• Piggy Back and Consortium Contracts
Emergency Resolutions

EXEMPTION TO COMPETITIVE BIDDING

Emergency repairs – Work must fit definition of emergency

• Sudden unexpected occurrence,
• Poses a clear and imminent danger
• Requires immediate action to prevent or mitigate the loss or impairment of life, health, property or essential public services

• Board resolution declaring emergency

• LACOE approval - LACOE Bulletin #4267
Piggy-Back and Consortium Contracts

The term “piggyback” means that an agency uses an existing contract to acquire the same commodities at the same or lower price from another public entity contract. This should be used only for purchase of equipment, materials, and/or supplies. Labor and services are NOT piggybackable unless incidental to the purchase. [PCC 20118].

<table>
<thead>
<tr>
<th>Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Board Approval to piggyback</td>
</tr>
<tr>
<td>• The piggyback contract with piggyback clause</td>
</tr>
<tr>
<td>• Duly signed purchase order</td>
</tr>
<tr>
<td>• Duly approved invoice showing detailed charges to allow comparison to the piggyback price list</td>
</tr>
<tr>
<td>• Proof of receipt of goods</td>
</tr>
</tbody>
</table>
Other Exemptions

Minimum Documentation

Sole Source – Arises when only one person or company can provide the contractual services needed because of the uniqueness of the product or service. Needs Board Resolution and document of sole source finding

Change Order – Board approval, architect approval, and contractor signature; amount is not over the applicable bid limit or 10% of the original contract
Change Orders

- Work that is added to or deleted from the original scope of work of the contract
- Alters the original contract amount or completion date
- Requires Board Approval regardless of % to original contract except differences due to incidental costs, i.e. freight, taxes, handling costs
- Sum total of all change orders may not exceed 10% of the original contract amount or the bid limit whichever is greater
PCC 20116-20657 prohibits the splitting of a contract into smaller work orders, projects, service, or purchases for the purpose of avoiding competitive bidding.

For projects to be considered separate for purposes of the competitive bidding statues, it must be conceived and independently decided upon by the governing board.
What is Retention on public works over $5,000?

• An amount withheld from a payment until the work is finished as promised.

• Withheld amount on progress payments when total costs exceed $5,000 regardless of method of procurement

• Retention can only exceed 5% if prior to bid the project was declared substantially complex by the board and requires a higher retention amount.
Escrow Agreement in lieu of Retention

• An account held by the bank for both the district and the contractor.

• Escrow Agreement set up at the beginning of the project.

• Proof that the balance (i.e. bank statement) in the Escrow Account is equivalent to the required retention per Application and Certificate for Payment.

• Escrow funds are released to Contractor after Owner certifies that the contract is final and complete.
Payment Bond

$25,000

- Contractor of public works involving an expenditure of $25,000 or more is required to file a payment bond before work starts
- Exemption from bidding is not exemption from required bonds
- Not required for providers of architectural, engineering, and land surveying services for public works
- Equivalent to 100% of the current contract amount
- Must be issued by certified surety
Stop Payment Notice

A lien on the contractor’s fee filed by a sub-contractor on a public works project

• Upon receipt, the public entity is required to withhold the amounts claimed in the Notice plus reasonable cost of any litigation

• Current practice is 125% of the amount of the Stop Payment Notice or 150% in the case of wages.
Release of Funds Withheld Due to Stop Payment Notice

The public entity is required to withhold the amounts claimed in the Stop Payment Notice until and unless one of the following occurs:

• The claimant issues a Release of Stop Payment Notice
• Contractor provides a bond executed by an admitted surety insurer, in an amount equal to 125% of the claim stated; not the same surety as the payment bond
• Contractor files an affidavit for summary release and the claimant fails to file a counter-affidavit within the time specified by the entity
• Court process
Stop Payment Notice
Notice of Completion (NOC)
Recording Timelines

- Recording of completion should be done within 15 days from the Completion date.
- If a notice of completion, acceptance, or cessation is recorded, thirty (30) days after recording.
- If no notice of completion, acceptance or cessation is recorded, ninety (90) days after completion or cessation.
Pre-Qualification of Bidders

AB 1565 effective Jan. 1, 2014

Applies to K-12 districts

Board adopts the pre-qualification process

Requires Pre-Qualification if:

• Project amount is over $1 million and

• Project is funded in whole or part by state funds

• Exemption for districts with ADA less than 2,500

LACOE Bulletin #3742 – AB1565 Mandatory Prequalification of Bidders
Lease and Leaseback

- Lease real property belonging to the district for the purpose of constructing buildings for use by the school district during the term of the lease.
- The school board is now required to award a lease-leaseback contract through a competitive solicitation process (EC17406).
- Title to the buildings vest to the school district at the end of the term.
- Refer to LACOE Bulletin 4531.
Lease and Leaseback
Minimum Audit Documentation

• Board resolution to enter in a Lease/Leaseback arrangement
• Proof of bidding
• Division of State Architects (DSA) Approval of plans and soils
• Board Action Awarding contracts
• Duly signed Site Lease and a Facilities Lease with construction services agreement
• Duly signed Facilities Lease with construction services agreement
• Performance and Payment Bond equal to the Guaranteed Maximum Sum
• Certificate of liability insurance
Bulletin 4424

Field Act Education Codes (EC) 17280-17317

Inspection of Work/Inspector and Architect Requirement on Works of Design, Construction, Alterations, or Additions to Any School Buildings for works over $100,000
APPLICATION AND CERTIFICATE FOR PAYMENT

TO (OWNER):

FROM (CONTRACTOR):

CONTRACT FOR:

CONTRACTOR’S APPLICATION FOR PAYMENT

CHANGE ORDER SUMMARY

<table>
<thead>
<tr>
<th>Change Orders approved in previous months by Owner</th>
<th>ADDITIONS</th>
<th>DEDUCTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approved this Month</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Number</td>
<td>Date</td>
<td>Date</td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Net change by Change Orders</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The undersigned Contractor certifies that to the best of the Contractor’s knowledge, information and belief, the Work covered by this Application for payment has been completed in accordance with the Contract Documents, that all previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR:

By ___________________________ Date: ___________________________

State of: ______________________ County of: ______________________
Subscribed and sworn to before me this ______________________ day of ______________________, 20
Notary Public: ______________________ My Commission expires: ______________________

APPLICATION NO.: ______________________ PERIOD TO: ______________________
K# ______________________

CONTRACT DATE:

Application is made for Payment, as shown, in connection with the Contract. Continuation Sheet, AIA Document G702, is attached.

1. ORIGINAL CONTRACT SUM $ ______________________
2. Net change by Change Orders $ ______________________
3. CONTRACT SUM TO DATE (Line 1+2) $ ______________________
   (Column G on G702)
4. TOTAL COMPLETED & STORED TO DATE $ ______________________
   (Column F on G702)
5. RETAINAGE:
   a. % of Completed Work $ ______________________
   (Column D+H)
   b. % of Stored Material $ ______________________
   (Column F on G702)
   Total Retainage (Line 5a + 5b or
   Total in Column 1 of G702) $ ______________________
6. TOTAL EARNED LESS RETAINAGE
   (Line 4 less Line 5 Total) $ ______________________
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate) $ ______________________
8. CURRENT PAYMENT DUE $ ______________________
9. BALANCE TO FINISH, PLUS RETAINAGE $ ______________________
   (Line 3 less Line 6)

CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising the above application, the Architect/Inspector certifies to the Owner that to the best of the higher knowledge, information and belief, the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the following amount certified:

Owner ______________________ Date: ______________________
Architect ______________________ Date: ______________________
Project Inspector ______________________ Date: ______________________

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

AMOUNT CERTIFIED $ ______________________

(Attach explanation if amount certified differs from the amount applied for.)
Application and Certificate for Payment Continuation Sheet

<table>
<thead>
<tr>
<th>ITEM NO.</th>
<th>DESCRIPTION OF WORK</th>
<th>SCHEDULED VALUE</th>
<th>FROM PREVIOUS APPLICATION (D + E)</th>
<th>THIS PERIOD</th>
<th>MATERIALS PRESENTLY STORED (NOT IN D OR E)</th>
<th>TOTAL COMPLETED AND STORED TO DATE (D + E + F)</th>
<th>% (G + C)</th>
<th>BALANCE TO FINISH (C - G)</th>
<th>RETAINAGE</th>
</tr>
</thead>
</table>

APPLICATION NUMBER: APPLICATION DATE: PERIOD TO:

AIA DOCUMENT G703

PAGE OF PAGES
### Application and Certificate for Payment
#### Sample Calculation

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Original Contract Sum</td>
<td>$1,500,000.00</td>
</tr>
<tr>
<td>Plus/minus change orders</td>
<td>$100,000.00</td>
</tr>
<tr>
<td>Contract Sum To Date</td>
<td>$1,600,000.00</td>
</tr>
<tr>
<td>Total Completed and Stored to Date</td>
<td>$945,000.00</td>
</tr>
<tr>
<td>Less Retention at 5%</td>
<td>$47,250.00</td>
</tr>
<tr>
<td>Total Earned Less Retention</td>
<td>$897,750.00</td>
</tr>
<tr>
<td>Less previous certificates for payment</td>
<td>$549,500.00</td>
</tr>
<tr>
<td>From Prior pay app or worksheets</td>
<td></td>
</tr>
<tr>
<td>Less any stop notices at 125% of claim</td>
<td>$31,250.00</td>
</tr>
<tr>
<td>Example: Stop Notice of $25,000</td>
<td></td>
</tr>
<tr>
<td>Current Payment Due Contractor</td>
<td>$317,000.00</td>
</tr>
</tbody>
</table>
Significant Limits

Retention Limit (PCC 9203) : $5,000
Retention on progress payments or NOC on final or full payment

Payment Bond (CC 3251) : $25,000
Secure a payment bond from acceptable surety equivalent to contract amount

Pre-Qualification of Bidders : $1M
(AB1565) Bulletin #3742

DSA Approval required : $100,000
Reconstruction, rehabilitation, alteration or addition EC17295(a)(1)

Child Nutrition Small Purchases : $250,000
Applicable to small purchases using Child Nutrition Program Funds
Voucher Approval Tips
Document Checklist


• List of documentation requirements
• Limits and applicable legal codes
• Quick Reference Guide
• Procurement Guide
Resources

LACOE Website:  www.lacoe.edu

LACOE Bulletins:  www.lacoe.edu/Bulletins

Commercial Claims Website:
  www.lacoe.edu/Business
  Services/SchoolFinancialServices/CommercialClaims.aspx

California Legislative Information:
  http://leginfo.legislature.ca.gov/faces/codes.xhtml
Communications

**Approve** - means you want a warrant to print.

**Release** - means you want the voucher returned to you for correction.

Please send e-mails and attachments to –

*commercial_claims@lacoe.edu*
Communications

Specify:
• Subject
• Business Unit
• Voucher Number
• Vendor Name

District Contact Name, Telephone and E-mail Information
Include alternate contact
Communications

Commercial Claims contacts and district assignments
Commercial Claims website

Naming convention for scanned documents
Example:
BU10199_V#01234_OFFICE_DEPOT_P012345

Required forms are available at the Commercial Claims website
https://www.lacoe.edu/Business-Services/School-Financial-Services/Commercial-Claims
The Warrant

Certification by the district Governing Board

“We certify that this is a legal order lawfully drawn against the funds of district/agency”

Certification by LACOE County Superintendent of Schools

“Examined, approved and allowed”
Thank you for attending