

PROCEDURE

FLORIDA CLERKS OF COURT OPERATIONS CORPORATION (CCOC)

Title: Direct Pay Authorizations & Processing

I. PURPOSE AND SCOPE:

Establish procedures for the payment of goods and services through an electronic program offered by the Corporation's commercial bank called Direct Pay.

II. DEFINITIONS AND REFERENCES:

A properly completed and authorized Payment Request Form is used to initiate the payment to a vendor for goods or services received. See Purchasing Procedures for a copy of the Payment Request Form. Direct Pay is the term used by the Corporation's commercial bank to describe their service for processing items submitted electronically by the Corporation directly for payment. At this point in time the Corporation does not anticipate cutting any checks on-site and no blank check stock will be kept on the premises.

III. PROCEDURES:

- A. Once a Payment Request for payment or batch sheet (multiple payments) has been prepared for and approved as required in the "Purchases, Authorizations, Receiving, and Direct Pay Process" procedure, the individual invoices for payment are input via the bank's website and printed by the Executive Assistant. The printout is checked for accuracy against the approved payment request or batch sheet.
- B. Once verified, the items to be paid along with the printout of proposed Direct Pay payments is submitted to either the Executive Director or Budget Director for final review and approval prior to transmitting to the bank.
- C. Once the approval from management has been secured in writing, the Executive Assistant will then transmit the list of checks requested. He/she will printout verification of transmission and present it along with the prior approved Direct Pay list to either the Executive Director or Budget Director for approval. They should see that the approved, pre-transmission Direct Pay list agrees with the confirmed "as sent" Direct Pay list before signing approval.
- D. The Executive Director has the authority to request a bank check be issued for pick-up should all other requirements for the expenditure be met.
- E. These forms are then scanned into the Corporation's computer and saved in the appropriate file, as well as filing the paper copy in the appropriate drawer file.

F. A monthly report of the bank account reconciliation shall be forwarded to the Treasurer of the Council.

IV. RESERVATION OF AUTHORITY:

The authority to issue and/or revise this procedure shall be reserved for the Executive Council.