



San Francisco Department of Public Health

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San Francisco Department of Public Health

*Policy & Procedure Detail**

Policy & Procedure Title: DPH Policy on Electronic Invoicing and e-Bills	
Category: Fiscal	
Effective Date: 12/21/18	Last Reissue/Revision Date: n/a
DPH Unit of Origin: Fiscal	
Policy Contact - Employee Name and Title; and/or DPH Division: Anne Okubo, Deputy Financial Officer	
Contact Phone Number(s): Anne Okubo, 554-2825	
Distribution: DPH-wide <input checked="" type="checkbox"/>	If not DPH-wide, other distribution:

**All sections in table required.*

Accounting Policy and Procedures issued by the Office of the Controller provide guidelines for electronic invoicing that describes the types and formats of invoices that city departments can accept from external parties. Departments that want to accept electronic invoices from suppliers and contractors must maintain department policies and procedures for electronic invoices.

Currently, the Controller does not have guidelines on e-bills but has advised DPH to apply the same procedures for electronic invoicing to e-bills.

I: Electronic Invoicing and e-Bill Procedures

- a. Suppliers must submit a letter to DPH authorizing electronic invoicing or e-billing prior to submissions of electronic invoices or e-bills. The letter must indicate the form of electronic invoicing the supplier will use (e.g. email). The supplier must clearly state that no other method of invoicing or e-billing will be used. Once the letter is received and approved by DPH, suppliers may begin invoicing electronically or e-billing.
- b. The CFO or their designate (e.g. Deputy Financial Officer) will approve requests for electronic invoicing or e-billing from suppliers.
- c. DPH will maintain a list of all suppliers authorized for electronic invoicing or e-billing. This list will apply to all DPH divisions. DPH will provide this list to the Controller annually or upon request.
- d. DPH will maintain internal control procedures to ensure that invoices are unique and to avoid duplication of invoices or e-bills.

Electronic Invoicing Notification to Suppliers (Professional Services)

The Department of Public Health (DPH) accepts electronic invoices from suppliers to facilitate payment processing. To qualify, the supplier's authorized representative must email or mail a letter to DPH requesting electronic invoicing and indicate what method will be used (fax or email). A supplier must clearly state "That no other method of invoicing will be used".

A sample letter is as follows:

I am writing to request electronic invoicing. Electronic invoices will be transmitted via [email, fax, etc.]. No other method of invoicing will be used. Electronic invoices will have a unique invoice number or identifier to avoid duplication of invoices.

The letter should be addressed or emailed to:

Anne Okubo
Deputy Financial Officer
San Francisco Dept of Public Health
101 Grove St., Room 114
San Francisco, CA 94102
email: anne.okubo@sfdph.org

Upon approval, the contractor may begin submitting electronic invoices (including required supporting documentation) to the Invoice Analyst or DPH Program Manager for review and approval.

Electronic invoices must be submitted on a supplier's letterhead and must have a unique invoice number consistent with the supplier's standard numbering sequence and must contain all the information a standard invoice would normally have, such as: supplier name, invoice date, description of the item(s) billed, service period, ship to or delivery address, supplier remittance address, mode of shipment, sales tax, discount terms (if any), total amount due, purchase order number generated by the City's financial system, etc. We highly recommend order date and shipping date for materials and supplies.

Please note **DPH has three (3) separate accounting offices**. This electronic invoicing request only applies to DPH purchase orders and other expenses for **Central Administration Accounting**. It does not apply to POs and other expenses that belong to Laguna Honda Hospital and Zuckerberg San Francisco General Hospital accounting offices.

If you have any questions, please call Anne Okubo at (415) 554-2825.