



City and County of San Francisco
 London N. Breed
 Mayor

San Francisco Department of Public Health

Grant Colfax, MD
 Director of Health

San Francisco Department of Public Health

Policy & Procedure

Policy & Procedure Title: DPH Policy on Invoices Submitted Offline (Not Directly Submitted in PeopleSoft)	
Category: Fiscal	
Effective Date: 04/21/2020	Last Reissue/Revision Date: n/a
DPH Unit of Origin: Fiscal	
Policy Contact - Employee Name and Title; and/or DPH Division: Drew Murrell, Deputy Financial Officer, Finance	
Contact Phone Number(s): Drew Murrell, 554-2539	
Distribution:	If not DPH-wide, other distribution: DPH Central Accounting Office

"All sections in table required.

Accounting Policies and Procedures issued by the Office of the Controller provides guidelines for accepting invoices (electronic and hard copy) offline (not directly submitted in PeopleSoft). Departments that want to accept electronic invoices from suppliers and contractors must maintain departmental policies and procedures to ensure adequate tracking of invoices and avoidance of duplicate billing/payment.

Previously, DPH requires suppliers, contractors, and Community Based Organizations (CBOs) to submit a letter to DPH to be approved before DPH can accept invoice electronically. To ensure proper receiving of invoices and to facilitate the payment process on a timely manner, DPH is revising its policy and procedure as follows:

- I. Professional services suppliers, contractors, and Community Based Organizations (CBOs):
 - a. All professional services suppliers, contractors, and CBOs must submit invoice electronically in PDF format. No other method of invoicing should be used.
 - b. CBHS contractors should submit invoice to CBHS invoice analyst email address at: cbhsinvoices@sfdph.org; Health Service contractors should submit invoice to Health Service invoice analyst email address at: aidsoffice@sfdph.org; All other contractors and suppliers should submit invoice to 1380 Accounts Payable - Contract unit at: Contract.Invoice@sfdph.org.

- II. All other vendors and suppliers:
 - a. DPH Procurement and Accounts Payable unit will accept either hard copy or electronic copy of the invoice received. But only one method of invoicing can be accepted.

- b. DPH will maintain a list of all vendors and suppliers and indicate their method of invoicing (hard copy or electronic copy). Once a vendor or supplier switch their invoicing method from one to another, DPH will confirm with the supplier and the latest invoicing method will be the only method going forward. DPH will provide this list to the Controller's Office on an annual basis.
 - c. Electronic invoice should be submitted to Procurement and Accounts Payable unit at: 1380HowardFiscal@sfdph.org.
- III. Electronic invoices must be submitted in the company's letterhead and should include, but are not limited to the following elements:
- Unique invoice number consistent with the vendor's standard numbering sequence
 - Invoice date
 - Service period (if applicable)
 - Discount terms
 - Mode of shipment (if applicable)
 - Ship to or delivered to address
 - Due date
 - Purchase order reference
 - Full description of the item(s) or services billed consistent with the purchasing or contract documents
 - Sales tax (if applicable)
 - Total amount due
 - Remittance address (if not enrolled for ACH)