



# THE NEW YORK CITY DEPARTMENT OF EDUCATION

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Division of Financial Operations

**To:** ROC Directors, Heads of Offices (via email)  
**From:** Vincent A. Giordano *Vincent A. Giordano*  
**Subject:** DOE Vendor Payment Policy  
**Date:** March 30, 2005

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The purpose of this memorandum is to reiterate the Department's policy regarding vendor payments. In particular, for payments that are associated to contract vendors for goods and services in the 100 through 300 object code series.

The Department's policy for paying all vendors is to process payment within thirty days from the date of the invoice provided that the ordered goods or services were received and examined before the invoice is processed for payment. If there are discrepancies with an order payment may be delayed, until the authorizing school official approves the invoice for payment.

As you are aware, the certification of delivery process, on-line through Fastrack, the vendor's packing slip or the certification report listed in Cognos are used for certification. Unfortunately, some schools have not certified orders in a timely manner. This problem has delayed payment to vendors, and placed certain vendors in critical financial situations that may postpone the delivery of goods or services to our schools.

To expedite payment, effective, September 8, 2000, the Division of Financial Operations implemented a revision to the department's payment policy which allows payment to be generated without certification of delivery documentation ten days subsequent to the receipt of invoice. However, certification of delivery should be obtained within thirty days subsequent to processing invoices for payment.

Although this policy has improved our relationship with vendors, which have resulted in significant savings to our schools including faster delivery of goods and services, we recognize the need to improve the certification process through automation. To this end DFO will shortly implement an on-line certification application which will be available on the FAMIS portal. The application will provide users access to review open items, enter receiving information and stop payment if the order was not received.

Thank you for your cooperation and if you need further clarification you may contact me.

C: Bruce Feig  
John Wall  
Richard Carlo