

ADMINISTRATIVE PROCEDURES



Procedure Number: 22-31

Effective Date: 12/10/2001

Revision Date: 08/16/2004


County Administrator

SUBJECT: **JIT/MODEL INVOICES**

DEPARTMENT RESPONSIBLE: **All County Departments**

I. STATEMENT

This procedure explains how Just In Time (JIT) and Model Utility Invoices are processed by Accounts Payable and the steps required by the Departments.

II. JIT INVOICES

A Just In Time (JIT) system is used to expedite ordering and receiving of commodities commonly used by all Pima County Departments. A common vendor is used for two categories of supplies: office supplies and paper. Currently, the vendor used for office supplies and paper is Corporate Express. The vendor is subject to change upon contract renegotiations.

Corporate Express assigns each delivery address a unique Ship-to-Code. Before a Ship-to-Code for a new Department location can be used, a JIT Ship-to-Code form (Attachment 1), signed by an Authorized Departmental signer (Administrative Procedure 22-10), must be completed and sent to the Finance Department, Financial Operations Division - A/P. If the center on the order form is invalid or non-postable, it will default to the fund and center set up for the Ship-to-Code.

Ship-to-Code listings are mailed to the Departments at the beginning of each fiscal year for review and verification that the correct default Fund and Center are being used. For additions, changes or deletions to the Ship-to-Code listings, complete a JIT Ship-to-Code form (Attachment 1).

- A. Orders may be sent by the Departments to the JIT vendor via internet, telephone, fax or e-mail. When ordering, the Departments must include the Ship-to-Code, the Fund/Account/Center (F/A/C) and, if applicable, the project fund and code, to be used when Accounts Payable processes the invoice. Office supplies and paper should be expensed to account 52110. The small tools and office equipment account, 52401, can be used if it is appropriate for the type of items purchased. Items with a unit price of \$1,000 or more cannot be purchased thru the JIT Program. JIT purchases may only be for items with a unit price under \$1,000.

-
- B. Upon receipt of the merchandise, any Department employee can sign the vendor's proof-of-delivery form, Corporate Express Delivery Manifest. Corporate Express will leave a packing slip with the Department. It is the Department's responsibility to reconcile the packing slip to the order form and the actual items received to ensure that the description, quantity and unit price conforms to the items ordered and received. If there are discrepancies, it is the Department's responsibility to notify the vendor to obtain a corrected shipment and/or credit memo.
- C. Corporate Express will send all invoices for JIT orders with proof-of-delivery to the Finance Department's Financial Operations Division for payment.
- D. The invoice will be expensed to the Fund/Account/Center (F/A/C) and, if applicable, the project fund and code that was provided by the Department when the order was placed.
1. If the F/A/C on the invoice is valid and postable, the expense will be posted as indicated on the invoice.
 2. If a Corporate Express invoice lists an invalid or non-postable F/A/C, the following events will occur:
 - a. If the center is valid, the fund will be obtained from the current center listing on the G/L file.
 - b. If the center is invalid, the Ship-to-Code on the invoice will be used to obtain the default fund and center previously provided by the Department for this Ship-to-Code.
 - c. If the account is invalid or non-postable, the account will be changed to 52110.
 3. If the account on a Corporate Express invoice is valid and postable and the account begins with 52xxx, the expense will be posted as indicated on the invoice. Funds in the 4xxx series or centers W7xxxxx can use accounts 52xxx or 55xxx for capital projects which have different accounting requirements. If the account provided by the Department does not meet the above criteria, the account will be changed to 52110.
 4. If the project fund and code are invalid or non-postable, the project accounting data will be disregarded and the Department will be responsible for adjusting the Project Cost accounting system.
- E. After the Financial Operations Division has processed the Corporate Express invoices, a list of the Corporate Express invoices that were processed will be forwarded to the Departments. The Departments should compare the packing slip to this list. If there are discrepancies, it is the Department's responsibility

to notify Corporate Express and obtain a credit memo. After reviewing the list, an authorized signer (Administrative Procedure 22-10) must approve the list and return it within two weeks to the Financial Operations Division. JIT invoice processing may be jeopardized if the forms are not returned in a timely manner.

- F. Monthly, the Departments should review the JIT charges on the FMS01-Expenditure Detail by Center report.

III. MODEL UTILITY INVOICES

Models are used by Financial Operations to pay most utility companies. A model number (e.g. telephone numbers, vendor's account numbers, etc.), the Department provided Fund/Account/Center (F/A/C) and, if applicable, project fund and code to be expensed are entered into the Accounts Payable computer application. All invoices for an existing model number will be charged to the F/A/C entered in the system.

- A. The Utility Model Vendors Listing (Attachment 2) lists the utility vendors that are paid as models. Only the remittance addresses that appear on the Utility Model Vendors Listing are set up as models. If the vendor's remittance address does not appear on the listing, the invoice must be submitted on a Claim Against Pima County, Arizona.
- B. When adding new utility accounts, the Department will complete the following:
1. Instruct the vendor to:
 - a. Provide the Department name on all invoices.
 - b. Mail the invoices to the Pima County Finance Department, Financial Operations Division at 130 W. Congress, 6th Floor, Tucson AZ 85701.
 2. Complete a Model Request form (Attachment 3) and have it approved by an authorized signer (Administrative Procedure 22-10). Send the form to the Finance Department, Financial Operations Division - A/P. The Model number must be in the format as stated on the Utility Model Vendors listing under the Model Reference # column.
- C. If a utility account is being transferred from one Department to another, the Department relinquishing the service should ensure that the receiving Department completes a Model Request form (Attachment 3) indicating "Change" as the Action Required. The Model number must be in the format as stated on the Utility Model Vendors listing under the Model Reference # column. The Model Request form must be approved by an authorized signer

(Administrative Procedure 22-10) for the center listed on the Model Request form. The Model Request form must be sent to the Finance Department, Financial Operations Division - A/P. It is not the Financial Operations Division's responsibility to prepare Cost Transfers to move expenses between Departments.

- D. If a utility invoice for a new account is received by the Financial Operations Division and the Department has not notified Financial Operations, the Department Utility contact will be called to request that a Model Request form (Attachment 3) be sent to the Finance Department, Financial Operations Division - A/P. The Model number must be in the format as stated on the Utility Model Vendors listing under the Model Reference # column.
- E. A model number for invoices that are uploaded to the Accounts Payable application can only be assigned one F/A/C combination. If a Department wants to allocate an uploaded utility expense between several cost centers, the Department must prepare a cost transfer. The invoices for the following vendors and remittance addresses are uploaded to the Accounts Payable application:
- Alltel - P.O. Box 79029, Phoenix, AZ
Qwest - P.O. Box 29060, Phoenix, AZ
Tucson Electric Power - 220 W 6th P.O. Box 27327, Tucson, AZ
- F. After an invoice has been processed, the Financial Operations Division of the Finance Department will stamp the invoice "Paid" and forward it to the Department. The Department will not receive an actual Tucson Electric Power invoice but will be provided with an invoice report generated by Pima County using the data that was electronically received from Tucson Electric Power.
- G. Departments must contact the long distance carrier for any 900 calls to determine if they were business or personal. If the calls were for personal use, the Department must either request a credit from the long distance carrier or obtain the funds from the employee responsible for placing the call.
- H. Departments are responsible for reviewing Alltel, Verizon and Qwest invoices for federal excise tax and late charges. The Department should contact the vendor, request a credit for these unauthorized charges and verify that the credit is given.
- I. Monthly, Departments should review the utility charges on the FMS01-Expenditure Detail by Center report. If a utility expense is being charged to an incorrect F/A/C, the Department should complete a Model Request form (Attachment 3) and send it to the Finance Department, Financial Operations Division - A/P. The Model number must be in the format as stated on the Utility Model Vendors listing under the Model Reference # column.

-
- J. Model listings are mailed to the Departments at the beginning of each fiscal year for review and verification that the correct F/A/C's are being charged. For additions, changes or deletions to a Model listing, complete a Model Request form (Attachment 3) and submit the completed form to the Financial Operations Division.

Attachment 1



JIT Ship-To-Code

Date: _____

Department Name: _____

Requestor's Name: _____

Requestor's Phone Number: _____

Vendor: **Corporate Express**

Ship-to-Code: _____

Action Required: (Circle One) **Add** **Change** **Delete**

Default Fund: _____

Default Center: _____

Name of individual to receive Corporate Express Weekly listing: _____

Authorized Signer (Administrative Procedure 22-10)

Date

**Forward completed form to the Finance Department, Financial Operations Division-A/P,
Admin Bldg, 130 W. Congress, 6th Floor.**

Attachment 2

Utility Model Vendors

VENDOR'S NAME	MODEL REFERENCE #
AJO IMPROVEMENT CO PO DRAWER 9 AJO	VENDOR'S ACCOUNT # WITHOUT THE DOTS
ALLTEL PO BOX 79029 PHOENIX, AZ	10 DIGIT TELEPHONE NUMBER (HOWEVER, THE SHERIFF'S DEPT USES THE VENDOR'S ACCOUNT #)
(APS BUSINESS CENTER) AZ PUBLIC SERVICE CO PO BOX 2907 PHOENIX, AZ	VENDOR'S ACCOUNT #
ARIVACA WATER CO PO BOX 398 ARIVACA, AZ	VENDOR'S ACCOUNT #
ARIZONA WATER CO PO BOX 29098 PHOENIX, AZ	VENDOR'S ACCOUNT # WITHOUT THE DASHES
AT&T P.O. BOX 79075 PHOENIX, AZ	TEN DIGIT PHONE #
AT&T P O BOX 78355 PHOENIX, AZ	VENDOR'S ACCOUNT # WITHOUT THE DASHES
AT&T PO BOX 78225 PHOENIX, AZ	VENDOR'S ACCOUNT # WITHOUT THE DASHES
AT&T PO BOX 8229 AURORA, IL	VENDOR'S ACCOUNT # WHICH IS THE 10 DIGIT PHONE #
AT&T PO BOX 311 BERRYVILLE, VA	CKT LOCATION CODE
AT&T WIRELESS SERVICES/PHOENIX PO BOX 79075 PHOENIX, AZ	WIRELESS NUMBER
AT&T PO BOX 78425 PHOENIX, AZ	VENDOR'S ACCOUNT # WITHOUT THE DASHES
AT&T PO BOX 78522 PHOENIX, AZ	VENDOR'S ACCOUNT # WITHOUT THE DASHES
AVAYA FINANCIAL SERVICES 24009 NETWORK PLACE CHICAGO, IL	VENDOR'S ACCOUNT #
FARMERS WATER PO BOX 7, SAHUARITA TUCSON, AZ	VENDOR'S ACCOUNT #
COMMUNITY WATER CO OF GREEN VALLEY PO BOX 1078 GREEN VALLEY, AZ	VENDOR'S 10 DIGIT ACCOUNT NUMBER WITHOUT THE DASHES
CORTARO WATER USERS ASSOC 12253 W GRIER RD MARANA, AZ	VENDOR'S ACCOUNT #
LAGO DEL ORO WATER CO 9532 E. RIGGS RD SUN LAKES, AZ	VENDOR'S ACCOUNT #
L.Q.S. WATER CO PO BOX 68 SAHUARITA, AZ	VENDOR'S ACCOUNT #

Utility Model Vendors (Continued)

Attachment 2 Continued

VENDOR'S NAME	MODEL REFERENCE #
METRO WATER DISTRICT 6265 N. LA CANADA DR TUCSON, AZ	VENDOR'S ACCOUNT #
MT LEMMON CO-OP WATER CO PO BOX 31703 TUCSON, AZ	VENDOR'S ACCOUNT #
NEXTEL COMMUNICATIONS PO BOX 4181 CAROL STREAM, IL	VENDOR'S ACCOUNT NUMBER WITHOUT THE DASH
NORDIC CORP PO BOX 13145 TUCSON, AZ	VENDOR'S ACCOUNT NUMBER WITHOUT THE DASHES
ORO VALLEY WATER UTILITY 11000 N LA CANADA DR ORO VALLEY, AZ	VENDOR'S ACCOUNT #
QWEST PO BOX 29060 PHOENIX, AZ	10 DIGIT TELEPHONE NUMBER
QWEST PO BOX 3400 OMAHA, NE	13 DIGIT TELEPHONE NUMBER
QWEST PO BOX 2348 SEATTLE, WA	VENDOR'S ACCOUNT #
QWEST PO BOX 856169 LOUISVILLE, KY	VENDOR'S ACCOUNT #
RAY WATER COMPANY 414 N COURT AVE TUCSON, AZ	VENDOR'S ACCOUNT #
SOUTHWEST GAS CORPORATION PO BOX 15574 LAS VEGAS, NV	VENDOR'S ACCOUNT #
SPRINT PO BOX 79255 CITY OF INDUSTRY	VENDOR'S ACCOUNT #
SULPHUR SPRINGS VALLEY ELECTRIC CO-OP PO BOX 820 WILLCOX, AZ	VENDOR'S ACCOUNT NUMBER WITHOUT THE DASH
TABLE TOP TELEPHONE COMPANY INC 600 N SECOND AVE AJO, AZ	7 DIGIT TELEPHONE NUMBER
TOHONO O'ODHAM UTILITY AUTHORITY PO BOX 816 SELLS, AZ	SERVICE LOCATION NUMBER WITHOUT THE PRECEDING ZEROS AND ANY DASHES.
TOWN OF MARANA - WATER DEPARTMENT 5100 W. INA RD TUCSON, AZ	VENDOR'S ACCOUNT #
TRICO ELECTRIC COOPERATIVE INC 8600 W. TANGERINE RD MARANA, AZ	VENDOR'S ACCOUNT #
TUCSON ELECTRIC POWER COMPANY PO BOX 27327 TUCSON, AZ	SERVICE AGREEMENT # EXCLUDING ANY PRECEDING ZEROS
TUCSON WATER & SEWER PO BOX 28811 TUCSON, AZ	VENDOR'S ACCOUNT NUMBER WITHOUT THE DASH
VERIZON WIRELESS PO BOX 4001 INGLEWOOD, CA	7 DIGIT TELEPHONE NUMBER

