

SECTION 1. ADD FINANCE PROVIDES GUIDANCE ON PAYMENT FEES

Location: Policy Section 4. Payment Fees
Add: Finance provides guidance for the approved fee limits and/or for approval to accept payment fees beyond the fee limits.

SECTION 2. UPDATE WORDING FOR PAYMENTS OF \$100,000 OR MORE

Location: Policy Section 5. Authorized Approvers
Update: Payment requests of \$100,000 or more are to be approved by the department director or higher.
Replaces: Payment requests over \$100,000 are to be approved by the department director or higher.

SECTION 3. UPDATE TO INCLUDE ITEMIZED BEFORE INVOICES

Location: Policy Section 7. Disbursements Documentation
Update: It shall be the responsibility of the department to provide sufficient and accurate documentation to the Finance Department for prompt payment. Such documentation shall include itemized invoices, packing lists, and receiving forms or other evidence of receipt.
Replaces: It shall be the responsibility of the department to provide sufficient and accurate documentation to the Finance Department for prompt payment. Such documentation shall include invoices, packing lists, and receiving forms or other evidence of receipt.

SECTION 4. UPDATE TO INCLUDE REQUISITION NUMBER AND CONTRACT NUMBER

Location: Policy Section 7. Disbursements Documentation
Update: **For Non-Construction-Related Procurement Payments**
Inclusion of the purchase order number (where applicable) or requisition number and contract number.
Replaces: **For Non-Construction-Related Procurement Payments**
Inclusion of the purchase order number (where applicable) and receiving document (or similar document.)

SECTION 5. UPDATE TO INCLUDE CONTRACT PAYMENT REQUEST FORM

- Location: Policy Section 7. Disbursements Documentation
- Update: **For Construction-Related Procurement Payments**
Inclusion of the **contract payment request form with** project number, contract number, and contractor’s payment application (or similar document) with remaining contract balance.
- Replaces: **For Construction-Related Procurement Payments**
Inclusion of the project number (where applicable), contract number, and contractor’s payment application (or similar document) with remaining contract balance.

SECTION 6. UPDATE TO INCLUDE TIME PERIOD ON EMPLOYEE REIMBURSEMENTS

- Location: Policy Section 7. Disbursements Documentation
- Update: **For Employee Reimbursement Payments**
Inclusion of employee identification number and/or name. (Where applicable, state and federal requirements, such as HIPAA privacy regulations, will be followed). **The time period for submittal is shown in the travel policy.**
- Replaces: **For Employee Reimbursement Payments**
Inclusion of employee identification number and/or name. (Where applicable, state and federal requirements, such as HIPAA privacy regulations, will be followed).

SECTION 7. UPDATE TO INCLUDE ADDITIONAL CRITERION TO TIMEFRAME

- Location: Policy Section 9. Timeframe for Vendor Payments
- Update: The City of Franklin does not make invoice payments prior to the due date and/or completed service or goods received unless it is specified in an agreement prior to the procurement **or if moving the payment to an AP date closer to net 30 would make the invoice payment late.**
- Replaces: The City of Franklin does not make invoice payments prior to the due date and/or completed service or goods received unless it is specified in an agreement prior to the procurement.