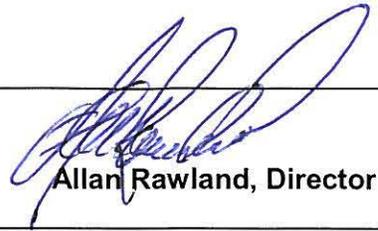


**County of San Bernardino
Department of Behavioral Health**

Training Payment Procedure

Effective Date 07/22/08
Approval Date 07/22/08



Allan Rawland, Director

Purpose To provide guidance to the Department of Behavioral Health (DBH) staff and trainers of the process that is to be followed to initiate and complete payment for trainings conducted on behalf of the Department.

Outside Vendor Procedure The following illustrates the steps to be taken to complete payment to an outside vendor who will conduct a training for the Department:

Step	Action
1	The Training Unit must submit a Purchase Request electronically to DBH-Procurement mailbox. Note: Include as much information as possible and verify with the Staff Analyst II what cost center the training is to be charged.
2	The vendor will need to complete a W-9, register on the Purchasing website if payment request is more than \$3,000, and call DBH Fiscal-Procurement to advise of registration.

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Training Payment Procedure, Continued

Outside Vendor Procedure (continued)

Step	Action								
3	<p>Fiscal-Procurement advises the Training Unit of payment method</p> <table border="1" style="width: 100%;"> <thead> <tr> <th style="text-align: center;">If...</th> <th style="text-align: center;">Then...</th> </tr> </thead> <tbody> <tr> <td>It is an LV payment (less than \$3,000)</td> <td> <p>Once all required documentation is received, the LV number will be issued within two (2) days or less</p> <p>Once the invoice is received, payment will typically be rendered in four (4) weeks</p> </td> </tr> <tr> <td>It is a PR payment (between \$3,000-\$7,500)</td> <td> <p>Once all required documentation is received, the PR number will be issued within two-to-four (2-4) days</p> <p>Once the invoice is received, payment is typically rendered in four (4) weeks</p> </td> </tr> <tr> <td>It is a PO payment (over \$7,500)</td> <td> <p>Once all required documentation is received, the PO number will be issued in four-to-six (4-6) weeks</p> <p>Once the invoice is received, payment is typically rendered in four (4) weeks</p> </td> </tr> </tbody> </table> <p>Note: These timeframes are contingent on the volume of work for Fiscal-Procurement, Purchasing, and the County's Auditor/Controller-Recorder.</p> <p>Important: All vendors must indicate the LV, PR or PO number on the invoice and must mail the invoice to: 268 West Hospitality Lane, Ste. 400, San Bernardino, CA, 92415, Attn: Fiscal Services Procurement. Vendors must also indicate the program and location where the work is performed.</p>	If...	Then...	It is an LV payment (less than \$3,000)	<p>Once all required documentation is received, the LV number will be issued within two (2) days or less</p> <p>Once the invoice is received, payment will typically be rendered in four (4) weeks</p>	It is a PR payment (between \$3,000-\$7,500)	<p>Once all required documentation is received, the PR number will be issued within two-to-four (2-4) days</p> <p>Once the invoice is received, payment is typically rendered in four (4) weeks</p>	It is a PO payment (over \$7,500)	<p>Once all required documentation is received, the PO number will be issued in four-to-six (4-6) weeks</p> <p>Once the invoice is received, payment is typically rendered in four (4) weeks</p>
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Training Payment Procedure, Continued

Outside Vendor Procedure (continued)

Step	Action
4	The Training Unit must submit a copy of the attendee sign-in sheet to Fiscal-Procurement (a separate sheet for each day of training) upon completion of training. <i>Note:</i> Vendor payment will not be issued until the sign-in sheets have been received.
5	Fiscal-Procurement will contact the Training Unit when invoice is received to verify training was conducted <i>Note:</i> Verification is necessary, even though sign-in sheets are submitted, to ensure there are no conflicts with the vendor and to confirm that payment should be made.
6	Fiscal-Procurement sets up payment with the Auditor/Controller and Purchasing <i>Important:</i> There are no "same-day" payments. Early invoice or early payments can be done for unusual circumstances with three (3) weeks advance notice and prior approval from the Fiscal Services Supervisor.
7	Fiscal Services-Procurement sends a copy of the invoice to the Training Unit for the Training folder

Internal Trainer Procedure

The following illustrates the steps to be taken to complete payment to an internal trainer (a trainer from within a County Department) who will conduct a training for DBH:

Step	Action
1	The Training Unit must submit a Purchase Request electronically to the DBH-Procurement mailbox. <i>Note:</i> Include as much information as possible, and verify with the Staff Analyst II what cost center the training is to be charged.
2	The County Department conducting the training must submit an invoice to Fiscal-Procurement, indicating the training to be conducted, training date(s), total costs, and the Department's FAS Accounting String.
3	Fiscal-Procurement will prepare the Request for Transfer and submit a "courtesy copy" of the transfer to the County Department conducting the training

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Training Payment Procedure, Continued

Internal Trainer Procedure (continued)

Step	Action
4	The Training Unit must submit a copy of the attendee sign-in sheet to Fiscal-Procurement (a separate sheet for each day of training) upon completion of training. <i>Important:</i> If the Training Unit cancels the training, it is the responsibility of the Training Unit to notify the County Department conducting the training, and Fiscal-Procurement, that the training has been canceled; and notify Fiscal-Procurement if the training date has been rescheduled.
5	Fiscal-Procurement sends a copy of the invoice to the Training Unit for the Training folder
