



THE STATE OF FLORIDA
JUSTICE ADMINISTRATIVE COMMISSION

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MEMORANDUM 004-19HR

TO: Agency Administrators

FROM: Carolyn Horwich, Esq., Director of Human Resources

THROUGH: Rip Colvin, Executive Director

SUBJECT: Section 215.422, F.S., Prompt Payment Law Requirement

DATE: February 1, 2019

In previous years, the Financial Services Section of the Justice Administrative Commission would send to all Agency Administrators two documents related to s. 215.422, F.S. (attached).

JAC has reevaluated the value of distributing these documents each year and has determined that doing so is not a valuable service to our judicial-related offices.

Instead, the statutory requirements are being shared via this memorandum. Also, JAC Accounting will be including an article on the topic in JAC's next newsletter. The relevant statutory section states:

215.422 Payments, warrants, and invoices; processing time limits; dispute resolution; agency or judicial branch compliance.—

(9) Each agency and the judicial branch shall include in the official position description of every officer or employee who is responsible for the approval or processing of vendors' invoices or distribution of warrants to vendors that the requirements of this section are mandatory.

Accordingly, we urge all judicial-related offices to comply with the terms of this section.

Thank you.



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January 18, 2018

MEMORANDUM NO.: 008-18 EXEC

TO: Agency Administrators

FROM: Michael Mauterer, Director of Financial Services

VIA E-MAIL

VIA:  Alton L. "Rip" Colvin, Jr., Executive Director 

RE: Prompt Payment Law

Pursuant to s. 215.422(9), F.S., your agency is reminded of the following requirements:

"Each agency and the judicial branch shall include in the official position description of every officer or employee who is responsible for the approval processing of vendors' invoices or distribution of warrants to vendors that the requirements of this section are mandatory."

In deference to best business practices and strong internal controls, the Department of Financial Services recommends that we continue to have each employee responsible for processing vendor invoices, and/or distributing vendor warrants, to sign the attached Statement of Receipt and Understanding. **The forms should then be maintained within your office.**

If you have any questions concerning this matter, please contact me at 850-488-2415 ext. 230 or by email at Michael.Mauterer@justiceadmin.org.

Attachment

**STATEMENT OF RECEIPT AND UNDERSTANDING OF
s. 215.422, F.S. – Payments, warrants, and invoices;
processing time limits; dispute resolution;
agency or judicial branch compliance.**

As an officer or employee who is responsible for the approval or
processing of vendors' invoices or distribution of warrants, I

_____ certify by my signature below
that I have received and understand s. 215.422, F.S. and the relevant
rules, if any, promulgated by the Chief Financial Officer.

Signature

Date