Notice Regarding Invoice Numbering for Due Process Vendors

State of Florida invoices are restricted to nine digits. If you would like to be able to easily track invoices submitted to the Justice Administrative Commission (JAC), please include a 9 digit invoice number on your JAC Invoice/Voucher cover.

Please note: **If your invoice exceeds nine digits, we have modified it as below:**

If there is no invoice number included in the billing, JAC will use the last 3 digits of the case sequence number (use leading zeros if there are less than three digits) and then the six digit date of service:

Examples:

Case 2007-CF-110, Date of service 06/2/07:
Invoice number becomes 110060207

Case 2005-CF-22456, Date of service 12/2/05:
Invoice number becomes 456120205

Case 2004-CF-99, Date of service 1/5/09:
Invoice number becomes 099010509

Case 2006-DP-15499, Date of service 5/13/07:
Invoice number becomes 499051307

Note: The date of service is the date of the **last entry** on the invoice, even if there are more than one services listed, each with a different date. For flat fee billings, the date of service is the date of case disposition.

If JAC receives a bill with an invoice number that is more than 9 digits, we will amend the number as follows:

If the Invoice number contains a name, JAC starts at the beginning of the name and enters the first nine letters, last name first: e.g., Jennifer Johnson becomes JOHNSONJE.

If the Invoice number contains a name and a number, JAC enters the number first and then as many digits as possible of the last name: e.g., Jennifer Johnson123 becomes123JOHNSO.

If the Invoice number contains all numbers, more than 9 digits, JAC enters the last 9 digits of the number exactly as it appears (include hyphens, letters, etc): e.g., 9BC22-123456 becomes 22-123456.

If an invoice is a year (e.g., 2008 or 08) followed by a series of 00000s and then a number, JAC enters the year, as many zeros as will fit and still allow the number to be included: e.g., 200900000123, enter 200900123. Central zeros may be dropped to include both the year and the number.

If the invoice contains a generic word (for example, the name of the vendor or the word "dated") JAC drops the generic word and includes as much of the number as possible: e.g., Official123456 becomes123456.