



**Department of General Services
Procurement Division**

707 Third Street, Second Floor, West Sacramento, CA 95605
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Broadcast Date: August 22, 2012

Bulletin #: P-13-12

**TO: Accounting and Fiscal Managers and Staff
Procurement and Contracting Officers (PCOs)
SB/DVBE Advocates**

RE: Fiscal Year 2011 – 12 Late Payment Penalties Report DUE: October 1, 2012

As a result of an increasing number of public and media inquiries, the Department of General Services is requesting that additional detail be provided for the Fiscal Year 2011 – 12 Late Payment Penalties Report. These revisions will allow the DGS to provide proper context and detail when explaining the reasons for late payments by individual departments. The revision includes:

1. Data fields to capture the total of all invoices paid;
2. Formulas to calculate penalty percentage comparisons; and,
3. Clear distinctions for refunds and other payments.

Since the due date, September 30, falls on a Sunday, the report is due by October 1, 2012. The report form is available at:

<http://www.documents.dgs.ca.gov/pd/promptpay/promptpayLateForm.xls>

Please submit this report by one of the following methods:

- Email: OSDSReports@dgs.ca.gov
- Fax: 916.375.4950, Attention Reports Coordinator
- Interagency Mail or US Mail: Interagency Mail Code: Z-1

Department of General Services
Procurement Division
Office of Small Business and DVBE Services
Attention: Reports Coordinator
707 3rd Street, 1st Floor, Room 400
West Sacramento, CA 95605

The report is mandated by the California Prompt Payment Act [Government Code § 927.9 (a)]. For questions about the report, please contact: Diana Alfaro, Office of Small Business & DVBE Services, at 916.375.4919 or via email at Diana.Alfaro@dgs.ca.gov .

If you have any questions regarding this notification, please contact:

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