

PENALTY CALCULATION WORKSHEET

Fill in the appropriate information in the YELLOW blank cells to the right >>

1	Date Invoice Received <i>Date on the envelope or first receipt date by DGS office. If not available, use the invoice date. If invoice is disputed, enter the date dispute is resolved.</i>	1	
2	Today's Date <i>Do not enter date - cell has built-in formula.</i>	2	5/30/07
3	Invoice Amount - EXCLUDE freight & sales tax <i>Amount used to calculate penalties - exclude freight & sales tax from total.</i>	3	
4	Total Penalty for REGULAR business <i>If invoice amount in cell 3 on the right is less than \$75.00 and the vendor is not a certified small business, write no penalty due on DGS-201 Payment Approval Label. If penalty is due, complete the remainder of the information in the yellow cells.</i>	4	\$0.00
5	Total Penalty for SMALL business <i>Any amount is due to the small business vendor.</i>	5	\$0.00
6	Total Invoice Amount - INCLUDE freight & sales tax <i>Amount of invoice you are approving for payment - not including penalties.</i>	6	
7	Invoice Processing Type <i>Required field - Regular or change to 1 or 3 (1-day or 3-day Expedite)</i>	7	Regular
8	Reason for delay in submitting invoice for payment <i>Please enter one of the following reasons: staffing, workflow, purchase documentation, mail problems, other - attach explanation.</i>	8	
9	Vendor Name	9	
10	Invoice Number	10	
11	Invoice Date	11	
12	DGS Contact Person	12	
13	DGS Contact Phone Number	13	

14 If no SMALL BUSINESS stamp is on the invoice, review this website >> <https://www.apps.dgs.ca.gov/OSDCSearch/OSDCSearch.aspx>

15 Click appropriate button to print the STD-208 Penalty Calculation:

Buttons >

The STD-208 Penalty Calculation form for either small or regular business will automatically be created based on information provided above. The penalty calculation results are shown below:

Date Invoice Received
 Due Date (45 calendar days from receipt date or invoice date)
 Date Penalty Starts Incurring (46th calendar day from receipt or invoice date)
 Today's Date (date invoice is audited)
 Invoice Processing Type (regular; 1 day or 3 day expedite to SCO)
 Total Days of Penalty

1/0/1900
 1/30/1900
 2/14/1900
 5/30/07
 6/14/07
 39202

REGULAR BUSINESS			
Prompt Payment Rate:	0.0001335	INVOICE AMOUNT \$0.00	PENALTY PER DAY 0
		TOTAL PENALTY \$0.00	
Amounts less than \$75 are waived. Write NO PENALTY DUE on DGS-201 Payment Approval Label.			

SMALL BUSINESS			
Small Business Rate:	0.0025	INVOICE AMOUNT \$0.00	PENALTY PER DAY 0
		TOTAL PENALTY \$0.00	
Any amount is due to Small Business Write SMALL BUSINESS on DGS-201 Payment Approval Label.			