



**Department of General Services  
Procurement Division**

707 Third Street, Second Floor, West Sacramento, CA 95605  
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**Broadcast Date: September 23, 2016**

**Bulletin #: P-08-16**

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**TO: Late Payment Penalty Coordinators  
Small Business Advocates**

**RE: Fiscal Year 2015-2016 Late Payment Penalties Paid Report  
Due: September 30, 2016**

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The Department of General Services, Procurement Division (DGS-PD), is mandated to prepare a Late Payment Penalties Paid Report (LPPPR).

Government Code §927.9(a) states, "On an annual basis, within 90 calendar days following the end of the fiscal year, State agencies shall provide the Director of the DGS with a report on late payment penalties that were paid by the State agency in accordance with this chapter during the preceding fiscal year." State agencies are requested to submit their respective LPPPR by **Oct. 7, 2016**.

A copy of the LPPPR form is available by accessing:

- [www.documents.dgs.ca.gov/pd/promptpay/promptpayLateForm.xls](http://www.documents.dgs.ca.gov/pd/promptpay/promptpayLateForm.xls)

You can submit your department's LPPPR:

Via email as a PDF to:

[OSDSReports@dgs.ca.gov](mailto:OSDSReports@dgs.ca.gov)

Or a hard copy to:

Department of General Services:  
Procurement Division  
Office of Small Business & DVBE Services  
Attn: Reports Coordinator  
707 3rd Street, Room 1-400, IMS Z-1. MS 210  
West Sacramento, CA 95605

If you have any questions, please contact:

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