



**Department of General Services  
Procurement Division**

707 Third Street, Second Floor, West Sacramento, CA 95605  
(916) 375-4400 (800) 559-5529

**Broadcast Date: September 10, 2014**

**Bulletin #: P-22-14**

**TO: Late Payment Penalty Coordinators and/or Small Business Advocates**

**RE: Fiscal Year 2013/2014 Late Payment Penalties Paid Reports Due: September 30<sup>th</sup>**

The Department of General Services (DGS), Procurement Division (PD) is mandated by the California Prompt Payment Act, Government Code (GC) §927 et seq., to prepare a Late Payment Penalties Report. The Late Payment Penalties Report lists the number and total dollar amount of all Late Payment Penalties paid by each State agency during the preceding fiscal year and also makes the information available to the public.

As required by GC §927.9(a) "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 Late Payment Penalties Paid (LPPP) report by **September 30, 2014**.

A copy of the LPPP report form is available by accessing <http://www.documents.dgs.ca.gov/pd/promptpay/promptpayLateForm.xls> Several options are available to you to submit the completed LPPP report to the DGS including:

- Email the report to [OSDSReports@dgs.ca.gov](mailto:OSDSReports@dgs.ca.gov). On the subject line include: **FY 13/14 Late Payment Penalties Paid Report**

- Fax the report to (916) 375-4950, Attention: Reports Coordinator

- Mail the report by interagency to:

Z-1  
Department of General Services  
Procurement Division  
Office of Small Business & DVBE Services (OSDS)  
Attention: Reports Coordinator

- Mail the report by U.S mail to:

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

If you have any questions or need assistance on the LPPP report, email your inquiries to [OSDSReports@dgs.ca.gov](mailto:OSDSReports@dgs.ca.gov) or call Brittney Heth-Tran at (916) 375-4937.

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

Brittney Heth-Tran  
(916) 375-4937  
[OSDSReports@dgs.ca.gov](mailto:OSDSReports@dgs.ca.gov)