

HELPING YOUR BUSINESS GET PAID ON TIME

It's just a small rubber stamp, but it can have a big impact on helping your business receive timely payment from the State. By marking your State invoices with a "Prompt Payment Rubber Stamp," you'll alert State accounting offices to your certified status and greatly enhance your ability to have your invoices paid on time.

How The State Pays Invoices

In most instances, State departments are required to pay invoices within 45 days. If it takes longer than that, they pay an automatic penalty to the business who submitted the invoice. If that business is a certified small business or non-profit the penalty is higher.

To avoid paying the penalty, State accounting offices look for the Prompt Payment Rubber Stamp and make those invoices top priority.

What is a Prompt Payment Rubber Stamp and How Do I Get One?

The small, customized rubber stamp contains the State seal and the firm's Certification Reference Number. The stamps are available in either a self-inking model for \$14.65, plus tax, or a traditional stamp for \$7.48, plus tax. To order a stamp, just complete and submit a [Prompt Payment Rubber Stamp Order Form](#). Be sure to send the completed form and payment to the stamp manufacturer, not to the State.



An oversized replica of the Prompt Payment Rubber Stamp. Actual stamps contain the firm's certification reference number.

Is a Rubber Stamp Required?

No, but we think it's a good investment. We know from experience that many accounting offices look for the stamp and process those invoices first.

Who's Eligible to Use the Rubber Stamp?

Certified small business and nonprofit organizations registered with the Office of Small Business and DVBE Services (OSDS) are eligible to purchase and use the Prompt Payment Rubber Stamp.

What Else Do I Need to Know About the Stamp?

- Your invoice must be "properly executed and undisputed" to receive prompt payment benefits.
- The penalty is .25 percent per day. That's .25 percent of the total invoice amount, less tax (In case, it's been a while since you did math, you calculate by multiplying .0025 times the amount of the invoice for each day payment is late).
- If you are due late payment penalties, you do not have to submit a separate invoice. The law requires delinquent State departments to automatically calculate those payments and cut you a check.

Other Payment Resources

Find more information about prompt payment and additional payment resources online at the Department of General Services, Procurement Division, Web site: www.pd.dgs.ca.gov/promptpay. You'll want to pay particular attention to the *State of California Payment Offices Directory*, which lists phone numbers for the accounting offices in each State department, and the *Prompt Payment Tool Kit*, which provides answers to frequently asked questions.