



THE VIRGIN ISLANDS DEPARTMENT OF EDUCATION
FEDERAL PROCUREMENT POLICY AND PROCEDURE

PRO 2.10:	Payment Certification
Purpose:	To provide guidelines and timelines necessary to implement an efficient and effective review of service related invoices for payment processing
Background:	<p>Pursuant to 2 CFR Part 200:</p> <p>Subpart E - Fiscal Control and Fund Accounting Procedures – A state and a sub-grantee shall use fiscal control and fund accounting procedures that insure proper disbursement of and accounting for Federal funds</p> <p>Subpart D (200.333 – 337) Records Related to Grant Funds – A state and a sub-grantee shall keep records that fully show: (a) the amount of funds under the grant or sub grant, (b) how the State or sub grantee uses the funds, (c) the total cost of the project, (d) the share of that cost provided from other sources, (e) and other records to facilitate and effective audit.</p>
Abbreviations:	<p>APF - Accounts Payable Form</p> <p>CPF – Contractual Payment Form</p> <p>SAPAF– Service Acceptance & Payment Authorization Form</p> <p>TPFA – Third Party Fiscal Agent</p>
Policy:	<ol style="list-style-type: none"> 1. Federally allocated funding must be available on the purchase order issued to the vendor/contractor whose invoice is being submitted for payment. 2. An APF (signed by the VIDE Program Manager) or CP form, and SAPA(signed by the VIDE Program Manager, Internal Auditor, and Director of Fiscal Reporting and Quality Assurance are required to support all service related invoices being submitted for payment processing 3. A detailed invoice to include a valid invoice number and applicable purchase order number is required. A duplicate invoice number will be denied payment 4. Upon completion of professional services or activity, the VIDE Program Manager, must request and submit the vendor or contractor invoice with all relevant supporting documents via PDF to the Division of Procurement’s centralized email address, paymentcertification@stj.k12.vi within three (3) business days upon receipt. 5. Invoices must be transmitted to the VIDE Office of Business and Budget Affairs for entry into Federal MUNIS no later than 12:00pm on Tuesdays to be included in the TPFA’s weekly Wednesday’s Payment issuance (“check-run”) 6. Invoices and all relevant supporting documents must be attached and released in the Federal Tyler Munis Financial Management System by 2:00pm on Tuesdays for TPFA final review and approval prior to Wednesday’s check-run 7. Payment processing (“check-run”) is conducted every Wednesday (unless otherwise specified by the TPFA 8. Payment should be made within two (2) check-runs upon submittal to the VIDE Office of Business and Budget Affairs (“Accounts Payable”)



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Service Type and Relevant Supporting Documents

- **Professional Service Contract or Memorandum of Agreement**
 - Contractual Payment Form
 - Invoice
 - All relevant supporting documents applicable to the Installment/Deliverable delineated in Addendum I and/or II in the executed Contract

- **Speaker/Trainer/ Consulting Services (under \$25,000.00 as per PRO 2-12: Contract Management)**
 - Accounts Payable Form
 - Invoice
 - Agenda
 - Attendance Rooster
 - Itemized hotel, meal, and airline ticket receipt and boarding passes if applicable
 - Final reports or other applicable documents relevant to service delivery

- **Equipment Installation, Maintenance, or Repair Service**
 - Accounts Payable Form
 - Invoice
 - Signed Work Order/Maintenance Form, signed by activity center personnel, confirming work completion
 - Warranty (description and coverage period), if applicable
 - Copy of the Agreement, if applicable

- **Software License, Renewal Fee, Maintenance and Support Service, Online Subscription Services**
 - Accounts Payable Form
 - Invoice: Description of item, start/end date and the cost
 - Email confirmation with order details or access codes

- **Event and/or Accommodations Agreement (Venue/Hotels)**
 - Accounts Payable
 - Invoice
 - Attendance Rooster
 - Agenda
 - Signed hotel (lodging) receipts , if applicable



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Procedure:

Accounts Payable Service Related Invoice

1. Once services are rendered and an invoice is received, the VIDE Program Manager must conduct a preliminary review of the invoice and all submitted supporting documents to verify that services have been delivered satisfactory and in accordance with contractual specifications. Efforts must be made to obtain all applicable supporting documents prior to submitting for payment processing.
2. The Program Manager submits the invoice, completed APF, and all relevant supporting documents as identified in the aforementioned policy to the Division of Procurement via paymentcertification@stj.k12.vi for official intake and payment processing. An APF is required to support the following service invoices:
 - Speaker/Trainer/ Consulting Services
 - Equipment Installation, Maintenance, or Repair Service
 - Software License, Renewal Fee, Maintenance and Support Service, Online Subscription Services
 - Event and/or Accommodations Agreement (Venue/Hotels)
3. The Division of Procurement/ Payment Certification performs a thorough review of the APF, INV, and all supporting documents relative to the services described on the invoice and justification letter within three (3) days upon receipt. If deficient, notification is provided to the VIDE End User for remedy. If approvable, the APF, INV, and supporting documents are transmitted via email to the VIDE Office of Business and Budget Affairs via accountspayble@stj.k12.vi for secondary review and approval. If acceptable, the Business Office enters a payment request in Federal Munis and attaches electronic copies of the INV, APF, and all relevant supporting documents. If disapproved, a notice of deficiency is sent back to paymentcertification@stj.k12.vi for remedy.

Contractual Payment Service Related Invoice

4. Once services are rendered and an invoice is received, the VIDE Program Manager must conduct a preliminary review of the invoice and all submitted supporting documents. Efforts must be made to obtain all applicable supporting documents prior to submitting for payment processing.
5. The Program Manager submits the invoice, completed CPF, and all relevant supporting documents as identified in the aforementioned policy to the Division of Procurement thru the paymentcertification@stj.k12.vi portal for official intake and payment processing. A CPF is required to support the following service invoices:
 - Contract for Professional Service
 - Memorandum of Agreement



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6. The Division of Procurement/ Payment Certification performs a thorough review of the APF, INV, and all supporting documents relative to the services described on the invoice and justification letter within three (3) days upon receipt. If deficient, notification is provided to the VIDE Program Manager for remedy. If acceptable, the Division of Procurement completes draft of the Service Acceptance & Payment Authorization Form and obtains signatures of approval from the respective Insular Superintendent or Program Director and Director of Procurement.

7. The partially executed SAPF, the CPF, the final INV, and all applicable supporting documents are submitted via electronic mail to the VIDE Chief Internal Auditor for preliminary review, signature of approval, and subsequent transmittal via electronic mail to the VIDE Office of Business and Budget Affairs via accountspayable@stj.k12.vi for final approval by the director of financial Reporting and Quality Assurance. Once approved, The Business Office enters a payment request into Federal Munis and attaches electronic copies of the INV, CPF, SAPAF, and all relevant supporting documents to the request. The Business Office releases the payment request in Munis workflow for the TPFAs final review, approval and processing. If disapproved, a notice of deficiency is sent back paymentcertification@stj.k12.vi for remedy.

The TPFAs is the final reviewer and approver of all invoices funded by Federal Funds.

Exhibits

- I. Accounts Payable Form
- II. Contractual Payment Form
- III. Service Acceptance and Payment Authorization Form
- IV. Payment Certification Checklist