

SALT LAKE COUNTY
COUNTY-WIDE POLICY
ON
PROCESSING OF CONTESTED PAYMENTS (CLAIMS) AGAINST THE COUNTY

Purpose -

The role of the County Purchasing Agent is to be the sole agent of the County to contract for all purchases made in the County, in conformity with County ordinances. As required by County Ordinance 3.29 Other Payment, the Purchasing Agent must forward payment requests to the Mayor for approval. The following procedures will be observed in submitting contested invoices to Contracts and Procurement for payment approval.

1.0 Definitions

- 1.1 Claim- A demand or cause of action presented for money or damages. "Claim" does not mean a routine, uncontested, or regular payment, including a bill, purchase, or payroll.

2.0 Policy

- 2.1 A letter of justification for payment of claims as defined above will be sent to the County Purchasing Agent for his review and recommendation prior to presenting the item to the Mayor for action.

2.2 Approval Criteria

In order to review and understand each claim payment request, the following must be included in each justification letter.

- 2.2.1 An original invoice or verified copy of the original invoice.
- 2.2.2 A statement explaining in detail the demand or cause of action for money or damages.
- 2.2.3 In the case where a Purchase Order was approved but the final cost was over the amount of the purchase order, a statement must be included as to why the cost was above the approval amount, citing the prior approval number and amount.

2.2.4 The Salt Lake County Facilities Management Division shall review and make recommendations to the County Purchasing Agent on any claims dealing with a capital improvement, capital maintenance or major maintenance project. A letter of recommendation from Facilities Management Division to the County Purchasing Agent shall contain an account number and requisition number for payment of the claim as provided by the project director. The Project Director shall submit to Facilities Management the necessary invoice, which will be forwarded to the Purchasing Agent for the Mayor's approval.

3.0 Review and Recommendations

- 3.1 The Purchasing Agent or his designee shall ensure all elements of the request are present and will review each request for payment. The Purchasing Agent will then determine from the documentation if the purchases were in the best interest of the County.
- 3.2 The Purchasing Agent will then forward the claim to the Mayor with a recommendation for action.
 - 3.2.1 If approved by the Mayor, the Mayor will instruct the Mayor Financial Administration to make payment on the claim.
- 3.3 If the Purchasing Agent or the Mayor find that the purchase resulted in the intentional circumvention of established purchasing ordinances and procedures, the request will be returned to the requesting agency without approval.
 - 3.3.1 In that case the person ordering the goods or services will be responsible to the vendor for payment, and/or subject to appropriate disciplinary measures as shown in Salt Lake County Human Resources Policies & Procedures #5702.

APPROVED and PASSED this 18 day of September, 2012.