



FLORIDA DEPARTMENT OF JUVENILE JUSTICE POLICY

Secretary /s/, Christina K. Daly

Date: 8/3/2016

Subject: Documentation of Financial Transactions

Section: FDJJ – 1407.03

Originating Office: Administrative Services

Authority: Section 215.422, Florida Statutes

Related References: Chapter 69I-25, Florida Administrative Code
Comptroller Memo #1 (2007-08), #2 (2007-08), #2 (2002-03), #4 (2002-03),
and #10 (1989-90)
Department of Financial Services, Reference Guide for State Expenditures

Purpose: This policy establishes uniform procedures for the processing of departmental financial transactions.

Offices Affected by the Policy: All offices within the Department of Juvenile Justice.

POLICY STATEMENT:

- The Bureau of Finance and Accounting is responsible for the audit and payment processing of all Department financial obligations.
- The agency shall comply with Section 215.422, Florida Statutes, which requires the approval and inspection of goods or services within five working days from the date the goods were received unless the bid specification, purchase order, or contract specifies otherwise; and the submission of invoices for payment within 20 calendar days of receipt of a proper invoice, or receipt of the goods/services, or the date the goods/services were inspected and approved, whichever is greater.
- Agency personnel are responsible for the receipt, inspection, and approval of goods and/or services purchased on behalf of or by the Department.
- Agency personnel are required to provide the Bureau of Finance and Accounting with documentation sufficient enough to perform a thorough and complete audit.

PROCEDURES/MANUALS:

Procedures for this policy are accessible at the Department Policies internet page.