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GENERAL SERVICES

**Department of General Services  
Procurement Division**

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**Broadcast Date: August 22, 2012**

**Bulletin #: P-13-12**

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**TO: Purchasing Authority Contacts (PACs)  
Procurement and Contracting Officers (PCOs)**

**RE: Fiscal Year 2011 – 12 Late Payment Penalties Report DUE: October 1, 2012**

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As a result of an increasing number of public and media inquiries, the Department of General Services is requesting that additional detail be provided for the Fiscal Year 2011 – 12 Late Payment Penalties Report. These revisions will allow the DGS to provide proper context and detail when explaining the reasons for late payments by individual departments. The revision includes:

1. Data fields to capture the total of all invoices paid;
2. Formulas to calculate penalty percentage comparisons; and,
3. Clear distinctions for refunds and other payments.

Since the due date, September 30, falls on a Sunday, the report is due by October 1, 2012.

- Access the report form here

Please submit this report by one of the following methods:

- Email: [OSDSReports@dgs.ca.gov](mailto:OSDSReports@dgs.ca.gov)
- Fax: 916.375.4950, Attention Reports Coordinator
- Interagency Mail or US Mail: Interagency Mail Code: Z-1

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

The report is mandated by the California Prompt Payment Act [Government Code § 927.9 (a)]. For questions about the report, please contact: Diana Alfaro, Office of Small Business & DVBE Services, at 916.375.4919 or via email at [Diana.Alfaro@dgs.ca.gov](mailto:Diana.Alfaro@dgs.ca.gov).

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

Tanya Little  
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