



**Department of General Services
Procurement Division**

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Broadcast Date: July 29, 2004

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

**RE: Annual Report of Late Payment Penalties Paid
Required by The California Prompt Payment Act, GC 927 et seq.**

This is to inform you that the Department of General Services (DGS), Procurement Division, has notified accounting and fiscal managers and staff that we are now collecting reports from all departments on late payment penalty interest payments made on invoices from businesses during Fiscal Year 2003 - 2004. The relevant DGS memorandum and reporting form are available at:

- <https://www.dgs.ca.gov/PD/Services/Page-Content/Procurement-Division-Services-List-Folder/File-a-Late-Payment-Penalty-Paid-Report>

Procurement Division is soliciting your department's report via E-mail, using the E-mail address provided by accounting or fiscal staff on the report from your department for Fiscal Year 2002 - 2003 Late Payment Penalties Paid. In a separate broadcast message to accounting personnel we stated: "If you have received this message and you are not the person who is currently responsible for reporting to DGS the number and value of late payment penalties paid to businesses last fiscal year, please direct it immediately to the proper accounting personnel. The deadline for filing the report is September 30, 2004."

Compiled reports of late payment penalties paid by departments during prior fiscal years are available at the above referenced site. The California Prompt Payment Act requires that DGS make these reports available to the public.

Questions about The California Prompt Payment Act and the required annual late payment penalties paid report can be addressed to: Ms. Lea Fox at (916) 375-4351.

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