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
- [http://www.documents.dgs.ca.gov/pd/promptpay/promtpayLateForm.xls](http://www.documents.dgs.ca.gov/pd/promptpay/promtpayLateForm.xls)

Please submit this report by one of the following methods:

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

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

Tanya Little
916.375.4936
Tanya.Little@dgs.ca.gov