

**County of San Bernardino
Department of Behavioral Health**

Training Payment Procedure

Effective Date 1/28/14
Approval Date 1/28/14



CaSonya Thomas, Director

Purpose To provide guidance to the Department of Behavioral Health (DBH) staff and outside vendors who conduct training on behalf of DBH. All time frames are estimates contingent on work volume for Fiscal-Procurement, County Purchasing and Auditor/Controller.

**External
Trainer
Procedure**

Step	Action										
1	<p>The Workforce, Education and Training (WET) Training Unit shall submit a Purchase Request electronically to DBH-Procurement mailbox.</p> <p>Note: Include as much information as possible. Verify with WET Staff Analyst II what cost center training is to be charged.</p> <table border="1" style="width: 100%;"> <thead> <tr> <th style="text-align: center;">If...</th> <th style="text-align: center;">Then...</th> </tr> </thead> <tbody> <tr> <td>A request is submitted with a non-WET cost center</td> <td>Write "Add the WET Admin Manager in the approval process" in the "Justification Needed" box on the Purchase Request form.</td> </tr> <tr> <td>Using more than one cost center Note: eProcurement (ePro) has a limit of six cost centers</td> <td>Indicate the primary cost center and specify what amounts will go to other cost centers.</td> </tr> <tr> <td>The purchase amount is less than \$3,000</td> <td>Purchase Request must include a W9 from the vendor. Note: W9 isn't needed if the vendor already has a vendor code.</td> </tr> <tr> <td>If the purchase amount is \$3,000 or more</td> <td>Vendor must register in ePro.</td> </tr> </tbody> </table>	If...	Then...	A request is submitted with a non-WET cost center	Write "Add the WET Admin Manager in the approval process" in the "Justification Needed" box on the Purchase Request form.	Using more than one cost center Note: eProcurement (ePro) has a limit of six cost centers	Indicate the primary cost center and specify what amounts will go to other cost centers.	The purchase amount is less than \$3,000	Purchase Request must include a W9 from the vendor. Note: W9 isn't needed if the vendor already has a vendor code.	If the purchase amount is \$3,000 or more	Vendor must register in ePro.
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**County of San Bernardino
Department of Behavioral Health**

Training Payment Procedure, Continued

**External
Trainer
Procedure
(continued)**

Step	Action				
2	<p>Fiscal-Procurement advises WET Training Unit of payment method</p> <p>Important: Pre-assigned Purchase Order (PO) numbers are no longer available. The PO must be fully executed by Purchasing staff and emailed to the vendor before it is considered valid. For Master Blanket POs, the PO is not complete until the Release Requisition has been fully executed by Purchasing staff and emailed to the vendor. Please consult with Fiscal Procurement to verify if a PO is fully executed and if a copy can be forwarded to the vendor.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">If...</th> <th style="text-align: center;">Then...</th> </tr> </thead> <tbody> <tr> <td style="vertical-align: top;"> <p>Payment is less than \$3,000:</p> </td> <td style="vertical-align: top;"> <p>It is a Low Value (LV) or Cal Card payment:</p> <ul style="list-style-type: none"> • Once all required documentation is received, the LV number will be issued and can be provided to the vendor as a guarantee of payment. • When applicable, payment can be made by Procurement using a Cal Card provided the vendor accepts payment via credit card. • Once the invoice is received, proof of receipt of goods and/or services is confirmed, and payment is approved by the appropriate staff, payment will typically be rendered in four (4) weeks. </td> </tr> </tbody> </table>	If...	Then...	<p>Payment is less than \$3,000:</p>	<p>It is a Low Value (LV) or Cal Card payment:</p> <ul style="list-style-type: none"> • Once all required documentation is received, the LV number will be issued and can be provided to the vendor as a guarantee of payment. • When applicable, payment can be made by Procurement using a Cal Card provided the vendor accepts payment via credit card. • Once the invoice is received, proof of receipt of goods and/or services is confirmed, and payment is approved by the appropriate staff, payment will typically be rendered in four (4) weeks.
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**County of San Bernardino
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Training Payment Procedure, Continued

External
Trainer
Procedure
(continued)

Step	Action	
2 (cont)	If...	Then...
	<p>Payment between \$3,000-\$7,500 and a one year term of service,</p> <p>Note: If PO is non-competitive or sole source it can only be for one year. To continue services for a subsequent year, a new PO request will be required.</p>	<p>It is a Direct Open Market PO.</p> <ul style="list-style-type: none"> • Once all required documents are received, the PO number will be issued within four to six (4-6) weeks. • Once the invoice is received, proof of receipt of goods and/or services is confirmed, and payment is approved by the appropriate staff, payment is typically rendered in four (4) weeks.
	<p>It is a payment between \$7,500 - \$100,000 and a one year term of service,</p> <p>Note: If PO is non-competitive or sole source it can only be for one year. To continue services for a subsequent year, a new PO request will be required.</p>	<p>It is an Open Market PO.</p> <ul style="list-style-type: none"> • Purchase amounts over \$25,000 require additional approval by the CAO Analyst. • Once all required and complete documentation is received, the PO number will be issued in six to eight (6-8) weeks. • Once the invoice is received, payment is typically rendered in four (4) weeks.
	<p>Payment is between \$3,000 to \$100,000, competitively bid, and the duration is for more than one year,</p> <p>Note: Purchase amounts over \$25,000 require additional approval by the CAO analyst.</p>	<p>It is a Master Blanket with Release Requisition.</p> <ul style="list-style-type: none"> • There is an aggregate limit of \$100,000. • Once all required documents are received, the PO number will be issued in six to eight (6-8) weeks. • Once the invoice is received, payment is typically rendered in four (4) weeks.

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**County of San Bernardino
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Training Payment Procedure, Continued

External
Trainer
Procedure
(continued)

Step	Action	
2 (cont)	If...	Then...
	Payment is over \$100,000	<p>It requires approval by the Board of Supervisors. This includes:</p> <ul style="list-style-type: none"> • A PO where the aggregate annual cost of multiple purchases exceeds \$100,000 per scope of service; per vendor, per agency, department or Board-governed special district. • A single PO that exceeds \$100,000 per any consecutive three year period, per scope of service, per vendor, per agency department or Board-governed special district. • Multiple years of POs where the aggregate cost exceeds \$100,000 per scope of services, per vendor, per agency department or Board-governed special district. • Once the invoice is received, proof of receipt of goods and/or services is confirmed, and payment is approved by the appropriate staff, payment is typically rendered in four (4) weeks.

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**County of San Bernardino
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Training Payment Procedure, Continued

**External
Trainer
Procedure
(continued)**

Step	Action
3	<p>The WET Training Unit must submit a copy of the attendee sign-in sheet to Fiscal-Procurement (a separate sheet for each day of training) upon completion of training.</p> <p>Note: Vendor payment will not be issued until the sign-in sheets have been received.</p>
4	<p>Fiscal-Procurement will contact the WET Training Unit when the invoice is received to verify training was conducted and that the invoice is approved for payment.</p>
5	<p>Fiscal-Procurement prepares the payment which will be reviewed by Purchasing and/or the Auditor/Controller and processed if approved.</p> <p>Important: There are no "same-day" payments. Early invoice or early payments (for LVs only), can be done for unusual circumstances with three (3) weeks advance notice and prior approval from the Fiscal Services Supervisor.</p>
6	<p>Fiscal Services-Procurement sends a copy of the invoice to the WET Training Unit for the Training folder.</p> <p>Important: All vendors must indicate LV or PO number and program and location where the services are performed on the invoice and must:</p> <ul style="list-style-type: none"> • Mail the invoice to: San Bernardino County Department of Behavioral Health Attn: Fiscal Services Procurement 268 West Hospitality Lane, Suite 200 San Bernardino, CA 92415 • Or email the invoice to: procurement@dbh.sbcounty.gov • Or fax to: (909) 382-3107

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Training Payment Procedure, Continued

Internal Trainer Procedure To complete payment to an internal trainer (a trainer from within a County Department) who will conduct a training for DBH, the following steps shall apply:

Step	Action
1	The WET Training Unit must submit a Purchase Request electronically to the DBH-Procurement mailbox. Note: Include as much information as possible, and verify with WET Training Unit Staff Analyst II to what cost center the training is to be charged.
2	The County Department conducting training must submit an invoice to Fiscal-Procurement, indicating training to be conducted, training date(s), total costs, and the Department's FAS Accounting String.
3	Fiscal-Procurement will prepare the Request for Transfer and submit a "courtesy copy" of the transfer to the County Department conducting the training.
4	The WET Training Unit must submit a copy of the attendee sign-in sheet to Fiscal-Procurement (a separate sheet for each day of training) upon completion of training. Important: If the WET Training Unit cancels the training, it is the responsibility of the WET Training Unit to notify the County Department conducting the training and Fiscal-Procurement, that the training has been canceled. Please notify Fiscal-Procurement if the training date has been rescheduled.
5	Fiscal-Procurement sends a copy of the invoice to the Training Unit for the Training folder.

Related Policies

County Policy:
 11-03 [Use of Services Provided by County Internal Service Departments](#)
 11-05 [Procurement of Services](#)