



North Carolina Department of Health and Human Services Office of the Controller

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September 29, 2009

Memorandum 2010-03

To: Division/Institution Directors
Division /Institution Budget Officers

From: Laketha M. Miller *Laketha M. Miller*

Subject: Payment of Obligations for SFY 2009-2010 – Additional Guidance

Memorandum 2010-01 was issued on July 14, 2009 and implemented a restricted payment plan to place all invoices entered into the North Carolina Accounting System (NCAS) "on hold" until directed in writing by the division to release for payment. This memo also implemented processing for payment all program/benefits types of expenditures on Monday, Wednesday, and Friday of each week. All other types of expenditures were directed to be processed for payment on Tuesday and Thursday of each week.

We have discovered these guidelines have, at times, proven to be problematic for the Division Directors and Budget Officers. In our continuing efforts to improve customer service to the Department, The DHHS Office of the Controller will revert back to processing invoices daily and will waive the process of placing "on hold" certain types of expenditures that we have determined warrant prompt payment. They are listed as follows:

- Invoices for Procurement Card Purchases
- Payment of Utilities, including Electricity, Gas, Water, Cable and Phone Bills (this also applies to all home based employees whose phone and/or cable bills are billed and paid directly by the Division).
- Travel Advances – We have discovered that travel advances are not reflected on the daily "hold" report which has created issues with employees receiving their advances in a timely manner. However, Procedure GA074, which addresses travel advances, will still apply. The employee will receive the check for the advance no earlier than 5 days before the travel is to begin, regardless of entry into the Accounting System.
- Bank Charges for Insufficient Funds
- Certificate of Participation Services (COPS) for Capital Improvement Expenditures

- Employee Travel Reimbursements
- Payments to other Agencies – Workers Compensation, Mail Service Center, Motor Fleet, Sales Tax, and ITS
- Filing Fees charged by the County Sheriff's Office and/or the Clerk of Court
- Cash Imprest Funds Reimbursement

The above types of expenditures can immediately be entered into the Accounting System and will no longer be required to be placed "on hold". This does not affect the approval process, which remains unchanged. This process will continue until further notice from this office stating otherwise. All other types of expenditures will remain subject to the guidelines issued in Memorandum 2010-01. If you have any questions or concerns, please do not hesitate to contact me or your respective DHHS Controller's Office Branch Head in either General Accounting/Financial Management or Program/Benefit Payments. If you designate other exceptions that should be considered, please submit them in writing, along with a justification, to your designated Branch Head.

cc: Executive Committee
DHHS Controller's Office Section Chiefs