

ORDINANCE NO 10027 (NEW SERIES)

AN ORDINANCE AMENDING
COUNTY OF SAN DIEGO ADMINISTRATIVE CODE
ARTICLE V-A RELATING TO PROCESSING AND
CERTIFICATION OF ROUTINE CLAIMS

The Board of Supervisors of the County of San Diego ordains as follows:

Section 1: Section 95.1 of ARTICLE V-A of the County of San Diego Administrative Code is hereby amended to read as follows:

SEC. 95.1. PROCESSING ROUTINE CLAIMS FOR PAYMENT.

Routine claims for payment shall be presented as specified in subsections (a) through (l) below. Unless otherwise specified in this Article or in the form provided by the Auditor, the terms "certified" and "certification," refer to a signature that serves to authorize, approve or attest to the validity of the claim presented.

(a) Claims for salaries and wages of County officers and employees shall be presented to the Auditor on forms prescribed by the Auditor. The claim shall be certified by the department that is charged with the expenditure.

(b) Claims for mileage, travel and other expenses of County employees shall be presented to the Auditor on forms prescribed by the Auditor. The claim shall be signed by the claimant and certified by the department that is charged with the expenditure.

(c) Claims for transportation of County officers or employees, wards, prisoners or other authorized persons, payable to public carriers, shall be presented to the Auditor on forms prescribed by the Auditor. The claim shall be certified by the department that is charged with the expenditure.

(d) Claims for public assistance under any law pursuant to which the County administers such assistance shall be presented to the Auditor on forms prescribed by the Auditor. (The Auditor may prescribe a procedure eliminating the filing of claims for routine or repetitive public assistance benefits.) The claim shall be certified by the department that is charged with the expenditure. Where the form or forms prescribed by the Auditor require the signature of the claimant and/or the recipient, either or both signatures may be waived at the discretion of the Auditor.

(e) Claims under Penal Code Section 987, subdivision (a) or other statute providing for counsel for persons not financially able to employ counsel shall be presented to the Auditor on forms prescribed by the Auditor. The claim shall be signed by the claimant, and a judge of the court in which the services were performed shall certify that payment was authorized by that court.

(f) Claims for principal or interest shall be presented to the Auditor on forms prescribed by the Auditor, and shall be based solely upon presentation of the matured bond, interest coupon, or other evidences of indebtedness.

(g) Claims by the State or a department or agency thereof or by another public entity shall be presented to the Auditor on forms prescribed by the Auditor. The Auditor shall secure certification of the claim from the County department that is charged with the expenditure.

(h) Claims for money or benefits under the Workers' Compensation Law (Division 4, commencing with Section 3200 of the Labor Code) that have been processed in accordance with Section 200.8 of this Code shall be presented by the Department of Human Resources to the Auditor on forms prescribed by the Auditor. The claim shall be certified by the Department of Human Resources.

(i) Claims for materials or services furnished in compliance with purchase orders issued by the County shall be presented as follows: The claimant shall present one copy of the invoice to the ordering department, unless an alternate procedure is provided by the Auditor. The invoice shall reflect the claimant's company name and/or logo, office address or post office box and a contact person and phone number. The invoice shall also include (1) the date service was rendered or materials furnished; (2) the purchase order reference under which the materials or services were furnished; (3) the claimant's name, address or post office box to which the remittance is to be mailed; (4) a detail of the items invoiced, the unit price, shipping, handling, sales tax where applicable, and the total amount claimed, and (5) the County department, the contact person and phone number, and the department address with whom the claimant is providing the materials or services for (ship to address). A claim will not be deemed presented until it is actually received by the Auditor. The Auditor shall, prior to payment of the invoice, secure certification from the ordering department that goods or services were received in compliance with the purchase order.

(j) Claims based upon an agreement other than a purchase order shall be presented to the Auditor by the department that is charged with responsibility for administering the agreement on forms prescribed by the Auditor. The Auditor shall, prior to payment of the claim, secure certification from the department that

payment is based upon a legally binding agreement and due under the terms of the agreement.

(k) Claims valued at \$2500 or less for loss or damage to personal property entrusted to the care and custody of a County officer or employee as a result of such claimant's confinement in any County facility shall be presented to the Auditor. The Auditor shall, prior to payment of the claim, obtain certification that the loss occurred from the department that is charged with the expenditure. However, the Auditor shall not act on any claim valued in excess of \$2500 but shall refer such claims to County Counsel for action.

(l) All other claims for payment authorized under Government Code Section 29741 shall be presented to the Auditor on forms prescribed by the Auditor. The claim shall be certified by the department that is charged with the expenditure.

Section 2: Effective Date. This ordinance shall take effect thirty (30) days after its adoption. Within fifteen days after the date of adoption of this ordinance, a summary shall be published once with the name of those members voting for and against the same in the newspaper of general circulation published in the County of San Diego.

PASSED, APPROVED AND ADOPTED by the Board of Supervisors of the County of San Diego this 12th day of January, 2010.