



## City of Riverside Administrative Manual

*Effective Date:* 07/2003  
*Latest Revision Date:* 06/2017  
*Next Review Date:* 07/2018  
*Policy Owner(s):* Finance Department

*Approved:*

  
 \_\_\_\_\_ Department  
 \_\_\_\_\_ City Manager

### SUBJECT:

### Request for Disbursement

### PURPOSE:

To provide guidelines for the use of the Request for Disbursement (RFD) form.

### POLICY:

The Request for Disbursement (RFD) form is utilized to obtain authorization for payments for services exempt from the requirement to issue a Purchase Order as well as for petty cash reimbursements. In unique situations of uncertainty as to whether use of a RFD is appropriate, the Chief Financial Officer/Treasurer, Assistant Chief Financial Officer, or Controller will determine whether RFD use is appropriate in lieu of a Purchase Requisition and Purchase Order.

The RFD form may not be used in situations where incorrect procedures have been applied relative to a procurement and proper processing by the Purchasing Division was not completed. In these situations, Departments should work with the Purchasing Manager to properly document their procurement and generate a Purchase Requisition and Purchase Order before a payment is processed.

**Without approval from the Chief Financial Officer/Treasurer, Assistant Chief Financial Officer, or Controller, usage of the RFD form is limited to the types of purchases described below.**

- Debt-related payments including principal, interest, letter of credit, bank, and consultant fees directly related to a debt transaction
- Memberships and subscriptions
- Postage
- Escrow Deposits related to real property transactions
- Grant awards made by the City
- Conference registrations and trainings.
- Payments for legal settlements and insurance claims
- Payments to CalPERS, health insurance providers, and other routine payments associated with the City's payroll operations
- Payments to other federal, state, county, or municipal **government** agencies
- Payments to other utility providers for water, electric, refuse, and other similar services
- Refunds and utility program rebates paid by the City to customers
- Petty Cash – Replenishment of petty cash when Departments have depleted their existing petty cash funds to a level requiring additional resources.

Under unique circumstances, other items may be considered for approval for payment via the RFD. Departments are encouraged to contact the Finance Department for guidance prior to preparing an RFD for payments that do not fit the purchase types described above.

Accounts Payable Payment Schedule

The payment date is Friday, or the last working date, of every week. Payments are issued in accordance with the following cutoff schedule:

| Type of Claim  | Accounts Payable Cutoff*   |
|--|--|
| <ul style="list-style-type: none"> <li>• Request for Disbursement (RFD)</li> </ul>   | 5 p.m., the Thursday before check date   |
| <ul style="list-style-type: none"> <li>• Payments on Construction Contracts, either partial or final payments, petty cash reimbursements and escrow deposits.</li> </ul> | 5 p.m., the Tuesday of check week  |
| <ul style="list-style-type: none"> <li>• Partial and final payments on Purchase Orders</li> </ul>  | Payment date is determined by such factors as discount dates, actual due dates and prevailing city policy. |

\*Assumes all pertinent documents (receiving copy of purchase order, partial payments and requests for payments) are properly signed and budgeted funds are available. All payment requests should be delivered to Finance as soon as possible to allow all staff the opportunity to coordinate their work in the most efficient way possible.

Payment on other than the normal due date (Emergency Checks), or other than this cutoff schedule requires prior arrangement and approval of the Controller or his/her designee.

**PROCEDURE:**

| Responsibility         | Action  |
|------------------------|---|
| Originating Department | <ol style="list-style-type: none"> <li>1. For purchases of items described within this policy, prepare a Request for Disbursement form upon receipt of invoice or contract. All requested fields must be completed in order for timely processing to occur in Finance. Forms with incomplete fields will be returned to the originating Department. Finance needs only one original copy. The department may keep a duplicate copy for their files. RFD forms must include the correct account number for payment and the account must contain sufficient funds to cover the amount to be paid.</li> <li>2. If City Council or Riverside Public Utilities (RPU) Board approval is required for the purchase and payment (via RFD), select the appropriate fields in the RFD form and attach meeting minutes and other pertinent documentation.</li> <li>3. When necessary, include the due date in accordance with the payment schedule.</li> </ol> |

**PROCEDURE:**

| <u>Responsibility</u> | <u>Action</u>  |
|-----------------------|--|
|                       | <ol style="list-style-type: none"><li>4. Select the appropriate reason from the list above in the dropdown box on the form for why a RFD form is being utilized for the payment. If an appropriate choice is not listed, select "Other", and in the "Additional Description" section, describe the type of payment and why an RFD is appropriate in lieu of a Purchase Requisition and Purchase Order.</li><li>5. When necessary, attach a "Do Not Mail Slip" and indicate the individual who will pick up the check. The check will be retained in Treasury pending pickup by the designated individual. <b>To be used only when transmittal information cannot be included for direct mailing by Finance or when exchange of documents is necessary when the check is delivered.</b></li><li>6. If payment is for a new vendor, submit a completed "New Vendor Form" with the RFD. This form is available on the intranet and must be filled out completely with all pertinent information.</li><li>7. Obtain Department Head or designee's approval on RFD.</li><li>8. Send approved RFD with supporting invoice, City Council or RPU Board minutes (if applicable), and a New Vendor Form (if applicable) to Finance/Accounts Payable.</li></ol> |
| Finance/Accts Payable | <ol style="list-style-type: none"><li>9. Verify that budgeted funds are available for the requested payment.</li><li>10. Route the RFD for approval to the Chief Financial Officer/Treasurer, Assistant Chief Financial Officer, Controller, or designee, as required. Refer to the Authorized Signatures for approval limits.</li><li>11. Send the form to City Manager's Office for approval when purchase price exceeds <u>\$25,000</u>.</li><li>12. Prepare the check for payment to vendor; mail the check, or send to Treasury to secure until the check is retrieved by an authorized individual (refer to Step 5 above).</li></ol>   |

Attachments:

1. RFD Form

