



City and County of San Francisco

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*Policy & Procedure Detail**

Policy & Procedure Title: DPH Policy on Electronic Invoicing and e-Bills	
Category: Fiscal	
Effective Date: 12/21/18	Last Reissue/Revision Date: n/a
DPH Unit of Origin: Fiscal	
Policy Contact - Employee Name and Title; and/or DPH Division: Anne Okubo, Deputy Financial Officer	
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Distribution: DPH-wide <input checked="" type="checkbox"/>	If not DPH-wide, other distribution:

**All sections in table required.*

Accounting Policy and Procedures issued by the Office of the Controller provide guidelines for electronic invoicing that describes the types and formats of invoices that city departments can accept from external parties. Departments that want to accept electronic invoices from suppliers and contractors must maintain department policies and procedures for electronic invoices.

Currently, the Controller does not have guidelines on e-bills but has advised DPH to apply the same procedures for electronic invoicing to e-bills.

I. Electronic Invoicing and e-Bill Procedures

- a. Suppliers must submit a letter to DPH authorizing electronic invoicing or e-billing prior to submissions of electronic invoices or e-bills. The letter must indicate the form of electronic invoicing the supplier will use (e.g. email). The supplier must clearly state that no other method of invoicing or e-billing will be used. Once the letter is received and approved by DPH, suppliers may begin invoicing electronically or e-billing.
- b. The CFO or their designate (e.g. Deputy Financial Officer) will approve requests for electronic invoicing or e-billing from suppliers.
- c. DPH will maintain a list of all suppliers authorized for electronic invoicing or e-billing. This list will apply to all DPH divisions. DPH will provide this list to the Controller annually or upon request.
- d. DPH will maintain internal control procedures to ensure that invoices are unique and to avoid duplication of invoices or e-bills.