

## Summary

*E-Payables is a new program implemented by the Duval County Public Schools System. This program allows the District to pay vendors via credit card and turn around vendor payments in a short time frame.*

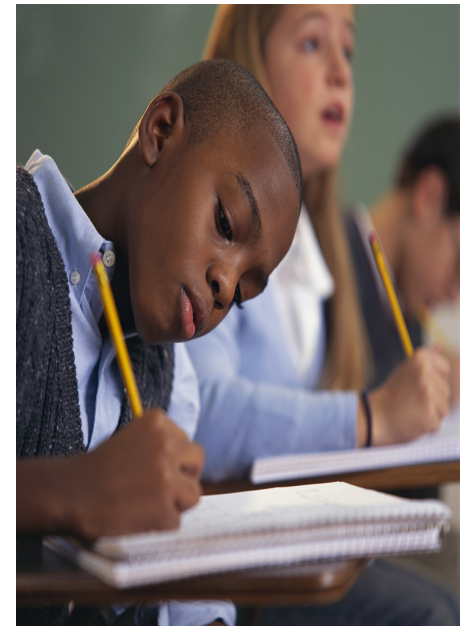
*Vendors participating in the E-Payables program are not subject to the normal payment terms of “net 30 days”. Payments are made as soon as Accounts Payable receives an invoice from the vendor and is notified that the goods have been received or services have been rendered.*



Accounts Payable Department  
1701 Prudential Drive 2nd Floor  
Jacksonville, Florida 32207  
Phone: (904) 390-2151

## Duval County Public Schools

### E-Payables / Credit Card Payment Information Brochure



### Accounts Payable Department

1701 Prudential Drive 2nd Floor  
Jacksonville, Florida 32207  
Phone: (904) 390-2151  
Fax: (904) 390-2263  
Email: [epayablesdcps@duvalschools.org](mailto:epayablesdcps@duvalschools.org)

## E-Payables / Credit Card Payments Program Description



Duval County Public Schools is proud to announce payments via credit cards. This process will benefit vendors and the District by reducing paper, providing faster payment turn around time and reducing

trips to the bank. This program is a win-win for vendors and the District .

### How Does the Program Work ?

Duval County Public Schools will issue a unique credit card number to each vendor. The card has a zero balance until payments have been authorized by the district.

After goods are delivered or services rendered, vendors submit invoices to the Accounts Payable Department according to the established process. When payments are authorized, an email notification is sent to an email address provided by the vendor. The email notification includes the invoice number, invoice date, and amount of payment. Once the vendor receives the email, the credit card has been authorized to be charged for the amount listed in the email. When the vendor charges the full amount authorized in the email the card will return to a zero balance until the next payment is authorized.

### Is There a Cost to Participate in the Program?

Duval County Public Schools does not charge vendors to participate in the program, however, there may be a charge by the company that processes your credit card transactions.

**Note:** Transaction fees are negotiable.

### What are the Benefits of Receiving Payments By Credit Card?

Vendors that accept credit card payments are not subject to the districts payment terms of net 30 days. This will allow:

- Vendors to receive their payments earlier to use for day to day operations or investments,
- Vendors to quickly reduce outstanding Accounts Receivable balances, and
- Reduce the cost of paper processing and employee time spent on preparing and making deposits.

Accepting credit card payments provides a cost savings for Duval County Public Schools. These savings are returned to the class room to help benefit our students.

### How Do I Obtain a Credit Card Number?

To participate immediately contact Duval County Public Schools Accounts Payable Department at (904) 390-2151 and request to be enrolled in the e-Payables payment program. The District's Accounts Payable Department will provide the vendor with their unique credit card number.



Some vendors may be contacted by Works, a division of Bank of America (the District's banking services provider) and requested to participate. Works will send a confirmation email to the vendor and Duval County Public Schools. The Districts Accounts Payable Department will provide the vendor with their unique credit card number.



### Can I Change Back to Checks After I Start Receiving Credit Card Payments?

No. Once a vendor is enrolled in the e-Payables program all future payments will be paid via credit card.

### Are Credit Card Payments Mandatory for all Vendors?

While any vendor may participate in the e-Payables credit card payment program, it is not mandatory. However, vendors are encouraged to accept this electronic payment process.

### What if I do not Want to Accept a Credit Card Payment?

Vendors that do not accept credit card payments will be subject to payment terms of net 30 days. Payment will not be processed until 30 days after receipt of the invoice in the Accounts Payable Department. Vendors lose the opportunity to receive expedited payments.