

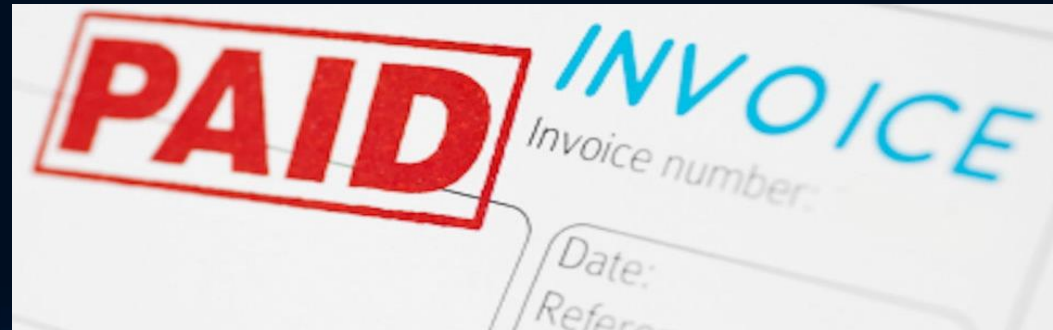
# Bexar County Auditor Accounts Payable Processing



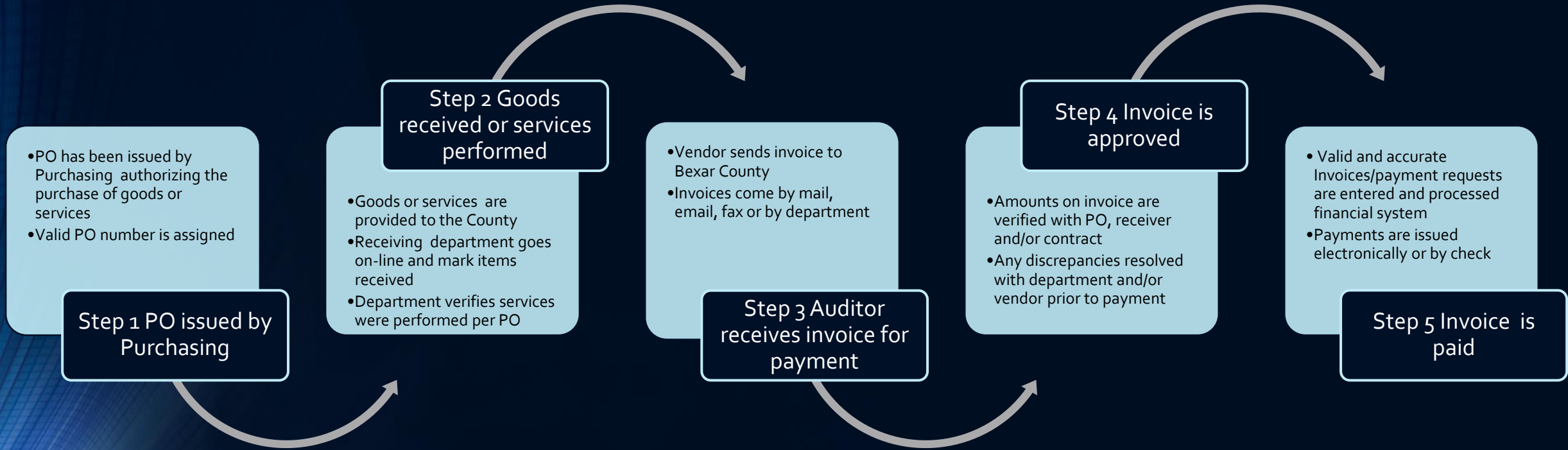
BRIEF OVERVIEW OF THE PAYMENT PROCESS FOLLOWED BY  
THE BEXAR COUNTY AUDITOR'S OFFICE

# Responsibility of the Accounts Payable Department

Our department is responsible for reviewing and processing all claims submitted for payment against Bexar County. All payments made are in compliance with budgetary control and the approvals of the appropriate operational departments. All claims are approved by Commissioner's Court.

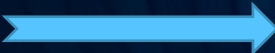


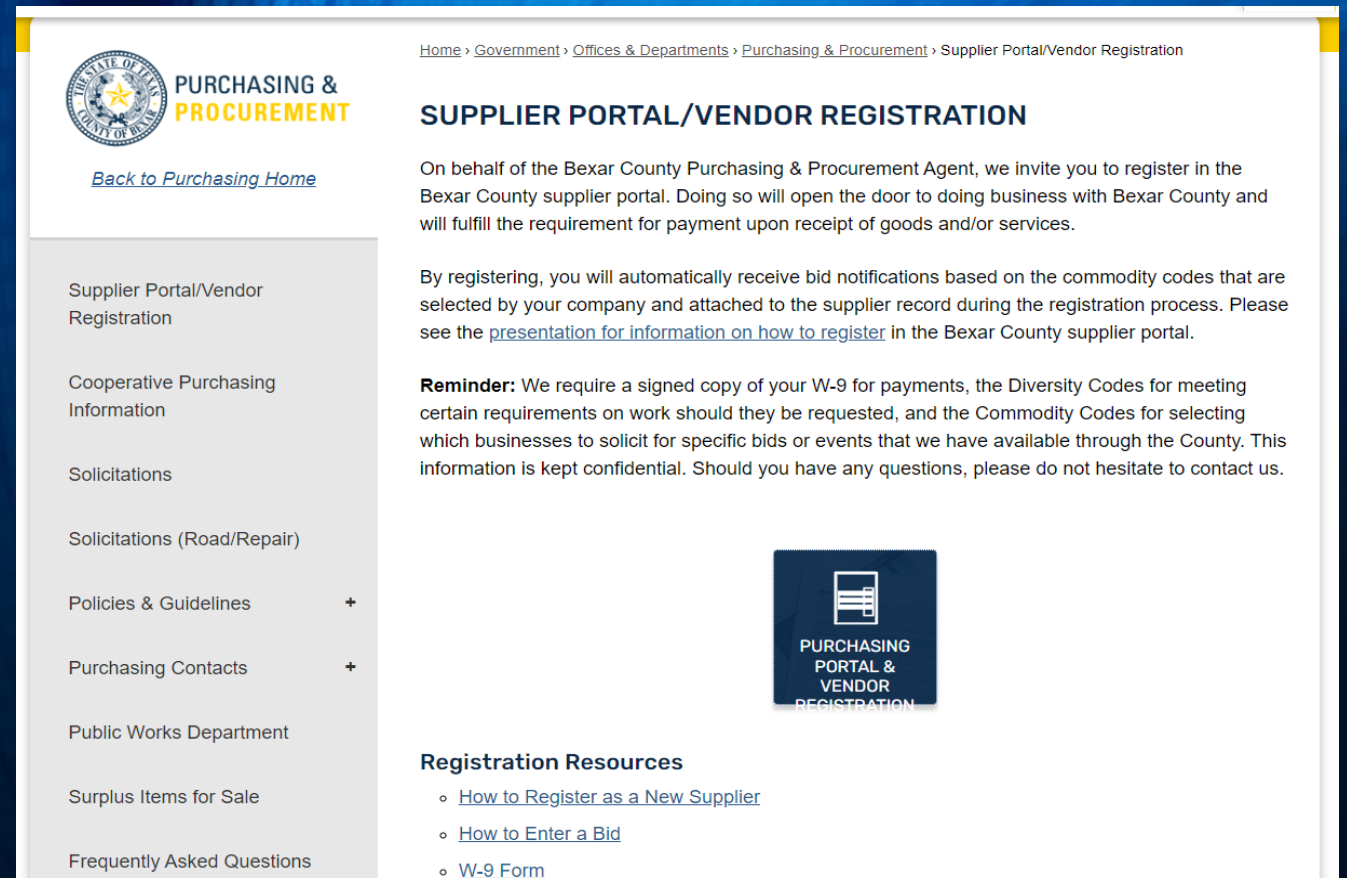
# Accounts Payable Process by Steps



# Vendor Requirements

To be paid by Bexar County:

- Must become a valid vendor in our system
- Register through the supplier/vendor registration portal on Purchasing web page - a vendor number will not be issued until complete 
- Include a valid and complete W-9



The screenshot shows the Bexar County Purchasing & Procurement website. At the top left is the state seal and the text "PURCHASING & PROCUREMENT". Below it is a link "Back to Purchasing Home". A navigation menu on the left lists: "Supplier Portal/Vendor Registration", "Cooperative Purchasing Information", "Solicitations", "Solicitations (Road/Repair)", "Policies & Guidelines +", "Purchasing Contacts +", "Public Works Department", "Surplus Items for Sale", and "Frequently Asked Questions". The main content area has a breadcrumb trail: "Home > Government > Offices & Departments > Purchasing & Procurement > Supplier Portal/Vendor Registration". The title is "SUPPLIER PORTAL/VENDOR REGISTRATION". The text invites registration and explains the benefits. A "Reminder" section states that a signed W-9 is required. A dark blue button with a document icon and the text "PURCHASING PORTAL & VENDOR REGISTRATION" is visible. Below it, a "Registration Resources" section lists links for "How to Register as a New Supplier", "How to Enter a Bid", and "W-9 Form".

# Invoice Requirements

- Name of vendor and “Remit to” address
- Vendor invoice number and date
- Vendor name and phone number
- Requesting County department
- Valid Purchase Order number
- Written description of goods or services delivered
- Detailed and itemized receipts for vendor expenses or reimbursement requests
- Delivery date or service date
- Quantity and unit pricing if applicable
- Total amount due
- Payment Due date
- Payment terms



# Payment Processing Information

- The County Auditor's Office processes payments twice a week unless a holiday falls within that week.
- Payments are processed as received. We do follow the Prompt Payment Act of the Texas Government Code. Payments are due by 30<sup>th</sup> calendar day after the latest of:
  - The day the County receives the goods
  - The day the services were completed by vendor
  - The day the County received the invoice(complete and accurate) for the goods or services
- For questions on payment status -
  - Call Accounts Payable Vendor Payment Inquiry line at 210-335-2301 Press '2'
  - Status can be requested and/or invoices can be sent directly to Auditor's electronically through email at [AccountsPayable@bexar.org](mailto:AccountsPayable@bexar.org)