

Community Workforce Skills Program Payment Processing

The preferred means of payment to a CWSP vendor is via the pCard.

For vendors who do not accept credit cards (aka, the pCard), payment shall be processed as follows.

The General Services Department (GSD) will coordinate with the Finance Department/Accounts Payable and the agencies applying to become CWSP vendors to ensure all CWSP vendors who do not accept pCards and who provide a service have a valid [W-9 form](#) on file with the City; their W-9 is required even if they are non-profit or tax exempt and will not receive a 1099.

Upon award of the contract:

- 1. GSD will email the vendor a [Vendor EFT Form](#) to complete before a payment can be made.**
 - a. The Vendor needs to include a copy of a voided check or bank letter with the completed Vendor EFT Form and then email them to GSD1@tucsonaz.gov with the following in the Subject line of the email: CWSP Vendor EFT Form. GSD will log and forward it to the [Finance Department/Accounts Payable](#) at: AccountsPayable-Finance.CHPO2.CHDOM2@tucsonaz.gov.
 - b. Accounts Payable will provide a Vendor Number to GSD, and GSD will log and forward it to the City Department on the CWSP contract and the CWSP vendor to reference on all payment requests/invoices.
 - c. GSD will post the Vendor Number on the [CWSP Eligibility List](#).
- 2. If the City Department on the CWSP contract will only be making one payment to the vendor:**
 - a. The City Department on the CWSP contract will complete a [Direct Payment Authorization Form](#). The Department must include a copy of the contract with the Direct Payment Authorization form and then email them to the [Finance Department/Accounts Payable](#) at: AccountsPayable-Finance.CHPO2.CHDOM2@tucsonaz.gov.
- 3. If multiple payments are going to be processed against the contract, a General Accounting Encumbrance (GAE) to encumber the total amount of the contract is required.** The steps are as follows:
 - a. The City Department on the CWSP contract will [request the GAE on a Direct Payment Authorization Form](#) and attach a copy of the contract showing the

total amount of the contract and then forward them to the Finance Department/Accounts Payable.

- b.** The Finance Department/Accounts Payable will use this information to set up a GAE in the system and will provide the GAE Number to the City Department on the CWSP contract to reference on future payment requests.
- c.** Once the GAE has been established, a pink partial can then be generated by the City Department on the CWSP contract and sent to the Finance Department/Accounts Payable with the invoice to be paid. *A scanned copy of the contract only needs to be sent with the first invoice – it is not required for subsequent invoices.*