

New York State Office Of General Services
Procurement Services Group
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PURCHASING MEMORANDUM

GENERAL INFORMATION BULLETIN

NUMBER: CL-761

DATE: March 14, 2012

PLEASE ADDRESS INQUIRIES TO:

OTHER AUTHORIZED USERS

Customer Services
(518) 474-6717
customer.services@ogs.ny.gov

SUBJECT: Prompt Payment Discounts

TO ALL STATE AGENCIES AND OTHERS AUTHORIZED TO USE STATE CONTRACTS:

Auditors from the New York State Office of the State Comptroller have identified that some payments processed by agencies have not taken advantage of prompt payment discounts when they have processed payments within the timeframes to have earned them. OGS contract users are reminded to take advantage of prompt payment discounts, if offered by contractors, to assist agencies in achieving savings.

Some contractors that offered a prompt payment discount on their bid do not include information about the discount on their invoices. Agencies have to know the contract terms and take steps to make these payments timely and to apply the appropriate discounts. Agencies should take steps to identify prompt payment terms for the contracts they use. For prompt payment discount purposes, the invoice date is the start of the referenced timeframe for earning a discount. Agencies are also reminded about the need to also allow time for OSC processing..

Prompt payment discounts, if offered, are listed on the contract award documents on the OGS website. They are listed in the Contractor Information section, directly under each contractor's name and address. To locate this information, click on the link titled "Contract Award" on the face page of the individual contract award document and scroll down to "Contractor Information" or click on "Contractor Information" link directly if available.

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