

Summary

e-Payables is a new program implemented by Brevard County Public Schools. 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 forty-five (45) 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.



Accounting Services Department
2700 Judge Fran Jamieson Way
Viera, Florida 32940-6601



**Brevard
County Public
Schools**



e-Payables / Credit Card Payment Program

Accounting Services Department

2700 Judge Fran Jamieson Way
Viera, Florida 32940-6601
Phone: (321) 633-1000
Fax: (321) 633-3534

Email:
Accounts.Payable@brevardschools.org

E-PAYABLES / CREDIT CARD PROGRAM

Brevard County Public Schools is proud to announce vendor payments via credit card. 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?

Brevard Public schools will issue a unique credit card number to each vendor. Vendors will retain the credit card number on file. 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 Accounts Payable



according to the current process. When payments are authorized, an email notification is sent to the 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. ***(It is recommended that vendors charge the full amount of the invoice/payment.)***

Is There a Cost to Participate in the Program?

Brevard 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.

What are the Benefits of Receiving Payments by Credit Card?

Vendors that accept credit card payments are not subject to the District's payment terms of net 45 days. This will allow:

- Vendors to receive payments sooner for day to day operations or investments.
- Vendors to quickly reduce outstanding Accounts Receivable balances.
- Vendors to reduce the cost of paper processing and employee time preparing and processing deposits.

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

How Do I Obtain a Credit Card Number?

Call Brevard County Public Schools Accounting Services Department at (321) 633-1000 x660 And request to be enrolled in the E-Payables payment program. The District's Accounting Services 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 credit card provider), and asked to participate. Works will send a confirmation email to the vendor and Brevard Public Schools. The District's Accounting Services 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, vendors that are paid more than \$50,000 per year will receive their payments via credit card through the District's e-Payables program. Future contracts will include acceptance of credit card payments.



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 45 days pursuant to Chapter 218 Florida Statutes. Payment will be held for up to 45 days after receipt of the invoice in

Accounts Payable. This will delay payment time and vendors will lose the opportunity to use their funds quickly.