

PURCHASING

INTERNAL CONTROLS

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- REQUISITIONS AND PURCHASE ORDERS ARE GENERATED USING THE PURCHASING MODULE OF THE FINANCE SYSTEM MAINTAINED AND OPERATED BY THE CLERK'S FINANCE OFFICE PENTAMATION-e-FINANCE PLUS

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- Pam Childers
CLERK OF THE CIRCUIT COURT & COMPTROLLER
ESCAMBIA COUNTY, FLORIDA

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● *Escambia County Comptroller's Finance
Home Page*

● Live - BCC Pentamation eFinance Plus+

● [Comptroller's Financial Report Server](#)

● [Comptroller's Financial Report Builder](#)

● [Requisition Approvals Detail Monitor](#)

● [BCC Employee Access Center](#)

● [BCC Employee TimeSheets](#)

● Training - BCC Pentamation eFinance Plus+

● Test - BCC Pentamation eFinance Plus+

● [Finance Scanned Images](#)

● [Report Technical Problems](#)

FINANCE SYSTEM CONTROLS

MASTERFILE

- MAINTAINED AND UPDATED BY CLERK'S OFFICE
- VENDOR DATA INCLUDING REMIT ADDRESSES
- ACCOUNTING DATA – BUDGET DOLLARS BY COST CENTER ACCOUNT TYPES-FUND TYPES
- AUTHORIZED USERS AND APPROVAL LEVELS BY AUTHORIZATION BASED ON DELEGATION OF AUTHORITY

PURCHASING MODULE CONTROLS

- REQUISITIONS – CREATED AND APPROVED BY DEPARTMENT USERS AS SET UP IN THE SYSTEM
- PURCHASE ORDERS GENERATED FROM APPROVED REQUISITIONS BY AUTHORIZED BUYERS AND WITHIN BUDGET ED FUNDS AVAILABLE
- PURCHASE ORDERS APPROVED AT AUTHORIZED LEVELS BASED ON APPROVAL AUTHORITY
- ONE ORIGINAL PURCHASE ORDER FROM ONE PRINTER LOCATION ON PREPRINTED PAPER – SENT TO THE VENDOR

ELECTRONIC FILING

- SIGNED PURCHASE ORDERS ARE SCANNED
- USED BY CLERK'S ACCOUNTS PAYABLE
- USER DEPARTMENTS
- PURCHASING FILES