



PROMPT PAYMENT POLICY

APPENDIX B TO THE PROCUREMENT MANUAL, VERSION X

Next Review: Annual
Owner: Governance Committee

Accepted by the Governance Committee and subsequently approved by the full Board of Commissioners on September 22, 2022.

SECTION 1 - Requesting a Payment

- A. Vendor may submit an invoice only after receiving a Purchase Order from RGRTA and providing the goods and/or services. A proper invoice submitted shall be required to initiate any payment, except where the Contract provides that the Vendor will be paid at predetermined intervals.

SECTION 2 - Schedule for Making a Payment

- A. RGRTA will make payment on the properly submitted invoice within thirty (30) days of receipt of a complete and proper invoice. Interest will be paid when prompt payment is not made and shall be computed at the overpayment rate set by the Commissioner of Taxation and Finance

SECTION 3 - Conditions Which Justify an Extension of the Payment Date:

- A. In the opinion of RGRTA, the following conditions may reasonably justify extension of the date by which Contract payment must be made:
 - a. When, in accordance with specific statutory or Contractual provisions, payment must be preceded by an inspection period or by an audit to determine the resources applied or used by a Vendor in fulfilling the terms of the Contract
 - b. When the necessary governmental appropriation required authorizing payment has yet to be enacted
 - c. When the invoice must be examined by the federal or state government prior to payment
 - d. When RGRTA has notified the Vendor within fifteen (15) calendar days after receipt of an invoice at its designated payment office that there are Defects in the delivered goods or services; Defects in the invoice; or Suspected improprieties of any kind shall prevent the commencement of the time period for computing interest.
- B. In the event RGRTA fails to notify a Vendor of such defects within fifteen (15) calendar days of receiving the invoice, the number of days allowed for payment of a properly corrected invoice will be reduced by the number of days between the fifteenth (15th) day and the day that notification of said defect was actually transmitted to the Vendor. If RGRTA, in such situations, fails to provide reasonable grounds for its contention that a defect or impropriety exists, the date by which the Contract payment must be made in order for RGRTA not to become liable for interest payments shall be calculated from the date of receipt of an invoice.

SECTION 4 - Inapplicability

- A. These procedures shall not apply to payments due and owing by RGRTA under New York's Eminent Domain Procedure Law; and as interest allowed on judgments rendered by a court pursuant to any provision of law other than those contained in this procedure; and To the Federal government, to any state agency or its instrumentalities, to any duly constituted unit of local government, including but not limited to counties, cities, towns, villages, school districts, special districts, or any of their related instrumentalities, to any other public authority or public benefit corporation, or to any employees of the foregoing when acting in, or incidental to, their public employment capacity; and in situations where RGRTA exercises a legally authorized set-off against all or part of the payment due the Vendor.