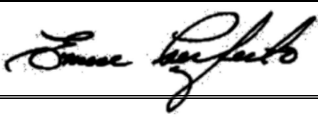




Policy Name: Emergency Invoice Processing	Number: 404.050.002
Division: Administrative Services	Effective Date: 6/21/2024
Responsible Section: Accounts Payable	
Approved by: 	Approval Date: 6/20/2024

PURPOSE: Establishes a streamlined review process of invoices to ensure prompt payment to attorneys and vendors, as well as the authority to establish guidelines for quality assurance reviews of submitted invoices.

AUTHORITY: ORS 293.462 (3)(4)(5), OAM 15.40.00 Prompt Payments

APPLICABILITY: This policy applies to all accounting and financial activities related to expenses, expenditures, and payables to vendors for Pre-Authorized Expenses (PAE), Routine Expenses and Temporary Hourly Increase Policy (THIP) invoices.

POLICY:

This policy is in response to the current delay in attorney and vendor invoices not being paid within 45 days. The Emergency Invoice Processing Policy goes into effect when invoices are 35 days past the invoice submission date. Once the invoices are no longer 35 days past the submission invoice date, the Emergency Invoice Processing Policy is no longer in effect. The fundamental purpose of this effort is to address the unprecedented number of submissions and ensure payment for services in a timely manner.

PAE Invoices:

To streamline the review of approvals submitted with a Pre-Authorized Expense approval (PAE), Accounts Payable will implement the following changes to expedite billings:

- Invoices that are submitted with rates less than the OPDC approved rate will be paid at the rate billed and not adjusted for the increase.
- Invoices with GSA rates less than the rate approved on the PAE will be paid at the rate billed and not adjusted.
- Accounts Payable will no longer confirm that services performed align with the PAE Policy.

Routine Expenses Invoices:

To streamline the review of approvals for Routine Expense invoices, OPDC will verify using Oregon eCourt Case Information (OECI) to confirm the client's full name, court appointed attorney, highest charged case, and case type. The OECI confirmation will be verified for accuracy and completed for the following items if applicable:

- First submission from an attorney billing hourly (per client)
- Contract attorney routine expenses that list only one client
- Court ordered psychological examinations
- Interpreter billings with only one client

Temporary Hourly Increase Policy (THIP) Invoices:

To streamline the processing of invoices subject to THIP, OPDC has developed an internal dashboard that will allow Accounts Payable to verify that cases have been approved to receive THIP rates for representation. OPDC will verify the first invoice submitted using Oregon eCourt Case Information (OECI) to confirm the client's name, court appointment, and case type. OPDC will verify if the case is approved for THIP.

Ineligible Invoices

If an invoice varies greatly from established rates or supporting documentation for PAE, Routine Expenses, or THIP then the invoice will be submitted for the standard review process.

Quality Assurance Reviews:

The primary goal of this effort is to expedite payment of invoices to ensure that attorneys and vendors are paid in a timely manner. All invoices that receive streamline approval are subject to quality assurance review. To ensure accountability and stewardship of OPDC's resources, OPDC will establish quality assurance guidelines for invoices that have been paid through the streamlined process.

Approved by: Oregon Public Defense Commission
Prepared by: Policy Division
Reviewed by: CFO and General Counsel
Publish: Externally and Internally