



ACKNOWLEDGEMENT OF PAYMENT PROCEDURES

(Completed Form Shall Be Submitted with Proposal)

I hereby acknowledge that I have reviewed and agree to the County of Frederick General Terms and Conditions found at www.fcva.us/departments/finance/purchasing/purchasing-docs-forms

I hereby further acknowledge that, with regard to payments to vendors doing business with the County of Frederick, Virginia, the General Terms and Conditions state as follows:

PAYMENT –

- A. The Merchant (Vendor) shall indicate the payment method that they will accept. Frederick County offers two payment methods, purchasing card (VISA credit card) or ACH (electronic deposit). Acceptance of payment by purchasing card usually means that the vendor will need to have credit card processing capability, however the County encourages vendors to check with their financial institutions to ascertain precisely what is necessary to accept the purchasing card.
 1. Any surcharge or convenience fee assessed to Frederick County as a condition of accepting a purchasing card as payment for goods and/or services **MUST** be disclosed prior to the purchase/contract and shall not exceed 3% or \$300 per transaction, whichever is less.
 2. The Vendor must follow all the steps below (as applicable) in order to impose surcharges or convenience fees:
 - i. **MUST** disclose the amount of the surcharge using signs at the register or posted on location on Point of Sale (POS) system.
 - ii. **MUST** disclose the amount of the surcharge prior to online check-out.
 - iii. **MUST** disclose the surcharge as a separate line item on the invoice or receipt.
 - iv. Supplier **MUST** process the surcharge and cost of goods/services as **ONE** transaction, not separately.
 3. IF a quote or invoice received from the vendor does **NOT** indicate a fee for using a charge card, they may not apply one at the time of payment.
- B. Payment shall be made after satisfactory performance of the contract, in accordance with all of the provisions thereof, and upon receipt of a properly completed invoice.
 1. All invoices must be sent directly to the buyer department. The buyer department will pay using a purchasing card.
 2. Invoices paid by purchasing card can be processed directly by the buyer department at any time upon receipt of an acceptable invoice.
 3. If the vendor does not accept purchasing card payments in accordance with County stipulations, the invoice will be processed by the buyer and forwarded to the Finance Department for ACH or check payment.
 4. Please note that ACH and check payments are processed only twice a month and may take up to 30 days to complete. To avoid additional delays, do not send invoices directly to the Finance Department.
- C. Frederick County, VA reserves the right to withhold any or all payments or portions thereof for Contractor's failure to perform in accordance with the provisions of the contract or any

modifications thereto.

I hereby accept and agree to comply with the foregoing as well as all other terms and conditions of the Contract.

I hereby acknowledge my understanding that if I have indicated that purchasing card is an acceptable method of payment, Frederick County will make all payments by purchasing card following the stipulations in section (A) above.

Please indicate payment method(s) accepted (MUST choose one):

____Purchasing Card (VISA credit card) with _____ % surcharge or convenience fee, not to exceed \$300 per transaction. Indicate zero percent if no surcharge or convenience fee will be assessed to Frederick County. Split transactions to circumvent the maximum allowable surcharge or convenience fee is strictly prohibited.

OR

____ACH.

By / Date: _____

Print Name: _____

Company: _____