

INTER-OFFICE MEMORANDUM

Office of Accounts and Control

TO: Chief Financial Officers **DATE:** December 14, 2004

FROM: Joyce E Gervasio
Office of Accounts and Control

SUBJECT: Providence Journal Advertising

As of November 1, 2004 the Providence Journal has agreed to only accept our Departmental Purchase Cards as the method of payment for advertising. Unfortunately, the manner in which the Providence Journal invoices customers is not working out as we anticipated.

The Providence Journal bills on a monthly basis through an outside source. This hinders reconciliation of Purchase Card statements because advertisements placed during November will not be invoiced until the first week of December. As you are all aware, the Controllers Office must receive reconciliation packages by the fifth business day of the month. This would not leave time to edit accounting in Paymentnet.

We have been working with the Accounts Receivables section of the Journal and have come up with a more user-friendly method of tracking charges. There are new fields on the Advertising Request Form:

- 1) **Field 1:** The Orderer's email address and phone number. If the ad is a Legal Notice, you will be emailed the quote. The Journal will call the number listed on the form with the quote.
- 2) **Field 2:** The quoted price and the name of the person that called / e-mailed. You can enter the quote on the form and this should facilitate your reconciliation.

Attach photocopies of the Advertising Request forms to the Purchase Card statement. Include the Providence Journal invoices and tear sheets with the next month's reconciliation package.

We are hoping that this will solve the problems. Any questions, please do not hesitate to contact me at 401-222-5066 or at joyceg@gw.doa.state.ri.us

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