

**Revised September 3, 2025**

## **FINANCIAL POLICY**

### **SUBJECT: CONTRACT ID**

Section (s.) 215.985, Florida Statutes (F.S.), requires all contracts, including purchase order and grant agreements, and associated payments be recorded on the Florida Accountability and Contract Tracking System (FACTS). To ensure that all contract related payments are recorded in FACTS, agencies must record the Contract ID for all payments processed or submitted through the state's accounting system.

Each state entity as defined in s. 215.985, (14)(h)(2) F.S., must have a policy in place to ensure that all contract related payments are recorded in FACTS.

Each agency must establish and maintain effective written policies and procedures to confirm the accurate recording of the Contract ID for all payments processed through the accounting system.

This applies to the following accounts:

- Contracted Services Accounts
- State Financial Assistance Accounts
- Federal Financial Assistance Accounts

Each agency must ensure end users responsible for processing or submitting payments through the state's accounting system are properly authorized and trained. The training should cover:

- Proper Contract ID recording Procedures.
- Monitoring procedures to verify all payments for Contracted Services, State Financial Assistance and Federal Financial Assistance accounts are accurate and the Contract ID is recorded.
- Error resolution procedures to address payments that do not contain the Contract ID.

Contact the Bureau of Auditing at 850-413-5512 with questions.