

Revised September 3, 2025

FINANCIAL POLICY

SUBJECT: SINGLE PAYMENT VOUCHERS

Per section 17.03, Florida Statutes, the Department of Financial Services (the Department) must approve the use of the Inbound Voucher Load Interface (API002) for single payment vouchers. Agencies must seek approval from the Department, Division of Accounting and Auditing, Bureau of Auditing prior to processing single payment vouchers via API002. Single payment vouchers are to be used for payments where the payee is not and does not need to be in the Florida Planning, Accounting, and Ledger Management (PALM) supplier file. All payments made via Single Pay voucher will be issued via paper warrant.

Each agency must submit a request to utilize API002 for single payment vouchers to audit.info@myfloridacfo.com. The email request must include:

- The name of the agency business system that will be sending single payment vouchers.
- The types of payments considered for single payment vouchers and the Florida PALM Account(s) that will be used. Single payment vouchers utilizing API002 must meet the following criteria:
 - Payment types cannot be 1099 reportable, and
 - Payment types must not be subject to prompt payment compliance.

The requesting agency must have written policies and procedures to demonstrate the following:

- Separation of duties – agencies must ensure proper separation of duties for the creation of batch files, a review and authorization of the data, and the actual updating of the payment records.
- Monitoring – agencies must have a monitoring process in place to ensure all payments are accurate and are not duplicated.
- Documentation – agencies must maintain supporting documentation to demonstrate validity, completeness, and legal compliance. Documentation must provide a clear audit trail to the payment voucher in Florida PALM.

For questions contact the Bureau of Auditing at 850-413-5512.