

**DATE:** October 7, 2015  
**TO:** Chief Fiscal Officers  
**FROM:** Alan Skelton, State Accounting Officer  
**RE:** Single Pay Policy



The attached policy effective October 1<sup>st</sup>, 2015 is intended to provide agencies with guidance relative to processing a voucher using the SINGLEPAY1 vendor ID in TeamWorks.

Establishing a permanent vendor record in the TeamWorks vendor master file ensures accurate information for payments, tax compliance, reporting, and management purposes. However, there are occasions where it may not be practical to set up a permanent vendor record, e.g., one-time payments, or transactions having no tax implications.

Please review this policy and share with relevant staff in your agency. It can also be located on the SAO website by following this navigation: [Home](#) » [Policies and Procedures](#) » [Business Process Policies](#) » [Vendor Management Related Policies](#)

If you have any questions concerning this policy, please feel free to contact, a member of the vendor management group at [psvendor@sao.ga.gov](mailto:psvendor@sao.ga.gov) or 404-657-3956.