

Revised Date October 15, 2025

FINANCIAL POLICY

SUBJECT: GENERAL SUPPLIERS/PAYEES

The Department of Financial Services, Division of Accounting and Auditing, Bureau of Vendor Relations, is responsible for the data integrity of Florida Planning, Accounting, and Ledger Management (PALM) supplier records. Supplier/Payee records must be established in Florida PALM prior to receiving payments. It is imperative that the data within Florida PALM is accurate and valid. This information is used not only to issue payment but is also used for tax reporting to the Internal Revenue Service and transparency reports for the public.

Accounting and Auditing uses the Florida Integrated Payee System (FLIPS) to validate and manage supplier/payee records. FLIPS is the primary tool to get information into the Florida PALM Supplier File.

Authorized agency personnel will initiate the invitations to suppliers upon contract award or purchase order issuance. Suppliers will be directed to provide banking, tax, and remittance address information to complete the FLIPS registration process. Upon validation, information will be loaded into Florida PALM. Invitations should not be sent to suppliers/payees who will not receive payments.

For more information, please contact Vendor Management Section, Bureau of Vendor Relations at Statewidevendorfile@myfloridacfo.com.