

**Office of the Comptroller
Dutchess County**

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TO: COUNTYWIDE FINANCE STAFF, DEPARTMENT HEADS

FROM: Dan Aymar-Blair, Comptroller's Office

DATE: October 23, 2025

RE: Tariff Surcharges

The Comptroller's Office has recently become aware that several vendors have begun adding tariff-related surcharges to invoices submitted to the County for payment. Here's one example:

Order Qty	Ship Qty	Cab #	Item Number - Description
1	1		R-EQP - EQUIPMENT TARIFF RECOVERY (10/01/2025-10/31/2025)

The dollar amounts associated with these charges have been relatively small. However, some of the surcharges are percentage-based and, over time, may become more substantial, especially if a wider subset of vendors begins to implement them. While the financial stability of our vendors is beneficial to Dutchess County, our primary obligation is to protect Dutchess County taxpayers. Therefore, we must continue to follow our standard payment evaluation procedures and ensure that every line item on an invoice is supported by provisions in the corresponding purchase order (PO) or contract.

When encountering a "tariff charge," "tariff recovery," or something similar on an invoice, please review the supporting documents from the purchase order or contract. In many cases, there is no provision for price increases during the life of the agreement, and almost never a provision specifically allowing tariff-related charges. The Comptroller's Office asks that you request vendors remove these charges before submitting the invoice for final approval. We are happy to report that vendors have generally been cooperative when asked.

As County departments receive quotes for new requisitions or negotiate future contracts, we may need to address tariff-related price increases. That is a bridge to cross later on—in the meantime, please make sure that any charges not supported by existing POs or contracts are removed prior to approval.

Please contact our Office with any questions.