

Petroleum Restoration Program ATC Subcontractor Payment Documentation Procedures

Effective August 31, 2020

According to the Agency Term Contract (ATC), Section 9 & Section 376.3071(6)(h), F.S., except for the final payment, subcontractors are to be paid within 30 working days of receiving payment from the Florida Department of Environmental Protection (Department) in at least the same proportion as that paid by the Department. Subcontractors must be paid in full prior to submitting the final invoice to the Department as attested to in the Release of Claim.

To verify this requirement has been met, complete the attached ATC Payment Summary Form and submit along with copies of all subcontractor invoice(s) and proof of payment (copies of checks, credit card statements or other electronic bank verifications).

- All subcontractor invoices must be listed, though no order is required.
- "Insert Rows" is acceptable to accommodate the quantity needed to report.
- Cleared check documents should include both the front and back of the paid canceled check which clearly specifies the payee name, date, amount and the date the check cleared the bank.
- If electronic transfer payments were made, these should be supported by bank statements indicating consistent information as with the cleared checks.
- *Redact any protected or sensitive information (such as account and routing numbers) on documents you send as proof of payment.*

No longer than 60 days after submitting the final invoice, the completed Payment Summary Form and proof of payment documentation must be submitted to PRP_subpayments@floridadep.gov.