



FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION
Petroleum Restoration Program

PRP Accounting - Invoice Training

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2019



Welcome



PRP Accounting:

- Reviews and approves all encumbrance requests for the Petroleum Restoration Program obligations, including cancellation and reductions.
- Processes all invoices (POs, LSSI Work Orders, Utilities, and Other Obligations.)
 - 1000+ invoices a month



Invoice Submittal Requirements

The information below should be verified by the ATC Contractor prior to submitting the invoice to PRP Accounting (PRP_AcctingInvoices@dep.state.fl.us):

- Invoice (pdf) attached to the email on Company letterhead.
- Receipts for any reimbursable pay items attached.
- Invoice data matches Purchase Order.
 - Facility Number, Facility Name, Address, PO #, Vendor.
- The Invoice Date may not predate the Service End Date or postdate the received date of the invoice.
- Service Start Date may not be prior to the PO Start Date.
- Service End Date should match the deliverable received date.
 - To be considered on-time, the date should not postdate the deliverable due date. If after the due date, retainage should be forfeited per the contract.
- Deliverable approved amount in the review letter matches "This Invoice" column on the rate sheet and on the invoice cover page.
- Previously Invoiced Amount is correct on the invoice cover page and rate sheet.
- If applicable, forfeited retainage listed on the invoice page from current and previous invoices.
- Subcontractor Utilization Form completed and signed.
- Final invoices only, notarized Release of Claims Form.
 - Please ensure you have invoiced for all work completed. Once the final invoice is processed, the PO is closed and no additional invoices will be allowed.



Contractor Performance Evaluations

Contractors are evaluated after the final invoice is processed for each purchase order. Invoice related questions are in Section II, # 2 on the form.

- a. The contractor's invoices were correct, accurate, and contained all required information and backup documentation in accordance with the contract, PO and applicable program guidance.

Always = 2, Limited invoice errors = 1, Multiple invoice errors caused significant delays in invoice processing = 0

- b. The invoices were submitted within the contract timeframes following written approval of the interim or final deliverable.

Consistently = 2, Within <2 weeks = 1, Within \geq 2 weeks = 0



General Reminders

- See the “Required Documents” tab of the SPI workbook for the items that must be submitted to the site manager prior to invoicing.
- Work may be completed after the task due date but retainage will be forfeited per the contract as follows:
 - If deliverable is submitted 1 to 7 **calendar** days past the required due date, retainage on the deliverable pay item is forfeited.
 - If deliverable is submitted more than 7 **calendar** days past the required due date, retainage is forfeited on the **entire task**.



Absolutely **NO** work should be performed after the Period of Service (PO End Date)



General Reminders, Con't

- Invoices should be submitted within 30 days of approval of the deliverable per the contract. Question # 2b on the Contractor Performance Evaluation.
- Only one (1) invoice may be submitted per email, unless for the same PO.
- Reimbursable pay items - Receipts and/or travel vouchers are required.
- Forfeited retainage on current and prior invoices must be listed on the invoice page.
- Permits are required **prior** to any work being completed; FDEP will not pay for permits obtained after work is initiated.
- Final Invoices/Release of Claim – Once the final invoice is processed, the PO is closed and no additional invoices will be allowed.





Helpful Tips

- The service start/service end date on the invoice page should always fall within the PO Start/End Date.
 - Service Start Date should be on or after the PO Start Date.
 - Service End Date should match the date the deliverable was submitted to the Department (ideally on or before the deliverable due date).
- Please use the most recent SPI for invoicing.
 - If a change order was processed within previous 30 days, the prior SPI may be used if already approved by the site manager.
- Please ensure there are no negative units in the Balance column on the rate sheet.
- Please contact any accounting associate if an invoice needs to be omitted from our queue after submission.





Common Issues



- Service End Date extends beyond the deliverable due date but retainage not forfeited.
- Reimbursable documentation not provided or incorrect.
 - Travel Vouchers, Receipts, Permit Fee Receipts, etc.
- Invoice not submitted on company letterhead.
- Invoice number must be 9 characters or less.
- Typos in the deliverable approval letter and/or invoice rate sheet not signed.
- Previously Invoiced amount on the invoice page and/or rate sheet incorrect.
- Release of Claims Form not included. (Final Invoices Only)
- PO amount on the invoice page differs from the PO amount on the invoice rate sheet.



Deliverable Review Letters

Deliverable Review letters should include at minimum the following:

- Report Name
- Task #
- Date Received and if applicable the date supplemental information received.
- Amount Approved (and cost share amount for FDEP and owner.)
 - Forfeited retainage amount, if applicable.

If Response to Comments were required, the original deliverable received date of the deliverable should be included in the approval letter.

Please contact the site manager if there are errors in the deliverable review letter.



Subcontractor Utilization Form

ATC Contractors should complete the form and sign for each invoice. Per the ATC Contract, this form is required even if no subcontractors were used during invoice period of service.

- All subcontractors/vendors paid directly by the ATC for costs should be listed.
 - **Including subcontractors used for reimbursable items**
- Payment to subcontractors/vendors for expenses such as gas for vehicles, road tolls, drinks, etc. are considered indirect costs and should not be listed on the Subcontractor Utilization Form.

All subcontractors must be listed on the approved subcontractor list.



Disposal Manifest

- The task deliverable should not be approved for payment unless the disposal manifest is received.
- If this will not be completed by the due date in the task assigned, a change order should be requested to extend the due dates as appropriate.
- If not received with the report in which tasked, the site manager may request supplemental information via response to comments prior to approving the deliverable.

IMPORTANT: The final destruction manifest must be submitted to the site manager prior to approval of the final invoice.



Travel & Per Diem

In order to be eligible for Per Diem:

- Per Diem must be available in SPI (Pay Item 4-1.a or 4.1.b) in advance,
- Travel must not be included in the pay item loaded rate,
- Traveler must work at the same facility for more than one consecutive day, and
- The facility must be located greater than 50 miles from official headquarters.

Please refer to the Restated and Amended ATC Contract, Florida Statue 112.061, and Florida Administrative Code Chapter 69I-42 for more information about Per Diem.

A Per Diem drawing and other announcements may be found on the PRP Main Page Announcements and Upcoming Events. (<https://floridadep.gov/waste/petroleum-restoration/content/announcements-upcoming-events>)

Per Diem pays the contractor/subcontractors for food and shelter whereas mobilization pays for the vehicle, travel time, and mileage.



Research Vendor Payments

Invoice Payment Status:

- FEID or SSN
→ Enter without hyphens
- Beginning Month
→ Month of invoice submittal
- Desired Year
→ Year of invoice submittal
- Department
→ DEP



JIMMY PATRONIS
FLORIDA'S CHIEF FINANCIAL OFFICER

[CFO Home](#)

Vendor Payment History

This site will provide vendors with a resource to make inquiries into payments made to them by the State of Florida. The payment information is provided for current day payments.

For more detailed information regarding any payment, please contact the agency at the telephone number shown.

To inquire on Vendor Payments received please fill in the following and click on the SUBMIT button.

[Request for Social Security Number \(SSN\)](#). The request for your SSN or other Taxpayer Identification Number is authorized by 26 U.S.C. 6103 and Sec. 213.053, Florida Statutes. Your SSN or other Taxpayer Identification Number will be used to fulfill an agency duty to maintain your SSN information. It will be used to assure that only the vendors whose payment histories are accessed may access the information for that vendor. Your SSN may also be used for any other purpose specifically required or authorized by federal law.

FEID or SSN:

Beginning Month:

Desired Year:

Note: Search results will begin with the month selected and continue through December of the desired year selected.

The following field is optional. You may choose an active or inactive department.

Department:

Submit

Reset



PRP Accounting Contacts



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