PRP Purchase Order Invoice Processing

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November 12, 2014
I. INVOICE PACKET COMPONENTS

Please include the components below in invoice submissions using the following order, as applicable. Purchase Order invoice submissions must be submitted on company letterhead through email to FPP_AcctingInvoices@dep.state.il.us.

- a. Invoice Page
- b. Release of Claim Form (For Final Invoices)
- c. Signed Invoice Rate Sheet
- d. Deliverable Approval Letter
- e. Subcontractor Utilization Report Form (For A/C Contracts)
- f. Subcontractor Invoices for Reimbursable Items (if applicable)

II. INVOICE RATE SHEET

The Invoice Rate Sheet will be included in the Schedule of Pay Items workbook (Attachment B) for your associated Purchase Order (PO). When a change order is fully approved a revised Schedule of Pay Items workbook may be issued. Always use the most current version of the Schedule of Pay Items workbook available. The Invoice Rate Sheet should be filled out and submitted with the completed Deliverable to the appropriate Site Manager.

- a. This Invoice Section: Contractor should enter number of units for services performed.
  - DEF share, retention, and DEF less retention amounts will populate automatically at the bottom of the invoice rate sheet and on the invoice.
- b. Previously Invoiced Section: For subsequent invoices, move the number of units already invoiced to the “Previously Invoiced” column and populate the “This Invoice” column with next services performed.
  - This will populate “Previously Invoiced” totals, and “This Invoice” totals at bottom of the invoice rate sheet and on the invoice.

NOTE: If the Schedule of Pay Items has been revised due to approved cost increases or decreases on the PO, previously invoiced amounts must be transferred to the new Invoice Rate Sheet in the revised Schedule of Pay Items.

III. DELIVERABLE APPROVAL LETTER

Once the appropriate Site Manager has received a completed deliverable submission along with a completed invoice rate sheet from a Contractor the Site Manager will review the submission. If the deliverable(s) so far are found to be complete and acceptable the Site Manager will sign and date the invoice Rate Sheet and return it to
Invoice Packet Components

- Invoice Page
- Release of Claim Form (For Final Invoices)
- Signed Invoice Rate Sheet
- Deliverable Approval Letter
- Subcontractor Utilization Report Form (For ATC Contracts)
- Subcontractor Invoices for Reimbursable Items (if applicable)
### Schedule Of Pay Items – Invoice Rate Sheet Display

<table>
<thead>
<tr>
<th>PAY ITEM</th>
<th>DESCRIPTION</th>
<th>UNIT OF MEASURE</th>
<th>PO Rate Sheet</th>
<th>Previously Invoiced</th>
<th>This Invoice</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>UNITS</td>
<td>NEGOTIATED ITEM PRICE</td>
<td>TOTAL EXTENDED PRICE</td>
<td>UNITS</td>
</tr>
<tr>
<td>1. OFFICE ACTIVITIES</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.1. File Review</td>
<td></td>
<td>Per Review</td>
<td>0</td>
<td>$ -</td>
<td>$ -</td>
<td>0</td>
</tr>
<tr>
<td>1.2. Site Health &amp; Safety Plan</td>
<td></td>
<td>Per Site</td>
<td>0</td>
<td>$ -</td>
<td>$ -</td>
<td>0</td>
</tr>
<tr>
<td>1.3. Notice of Discovery of Contamination Package (Initial or TPOC)</td>
<td></td>
<td>Per Package</td>
<td>0</td>
<td>$ -</td>
<td>$ -</td>
<td>0</td>
</tr>
<tr>
<td>1.4. Permit Fees - actual fee only, cost to obtain permit is included in applicable pay items</td>
<td>Removable*</td>
<td>Per Agreement</td>
<td>0</td>
<td>$ -</td>
<td>$ -</td>
<td>0</td>
</tr>
<tr>
<td>1.5. Off-Site Property Access Agreement</td>
<td></td>
<td>Per Agreement</td>
<td>0</td>
<td>$ -</td>
<td>$ -</td>
<td>0</td>
</tr>
<tr>
<td>1.6. Project Specific Financial Guarantee Bond (if required by DEP)</td>
<td>Removable*</td>
<td>Per Agreement</td>
<td>0</td>
<td>$ -</td>
<td>$ -</td>
<td>0</td>
</tr>
<tr>
<td>2. FIELD ACTIVITIES - GENERAL</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.1. Site Reconnaissance/Field Measurement Visit</td>
<td></td>
<td>Per Visit</td>
<td>0</td>
<td>$ -</td>
<td>$ -</td>
<td>0</td>
</tr>
<tr>
<td>2.2. Reconscpe Survey and Exposure Pathway Identification (Excludes report)</td>
<td></td>
<td>Per Survey</td>
<td>0</td>
<td>$ -</td>
<td>$ -</td>
<td>0</td>
</tr>
<tr>
<td>2.3. Professional Land Survey (if FDEP authorizes, submit quote(s) with Change Order)</td>
<td>Removable*</td>
<td>Per Survey</td>
<td>0</td>
<td>$ -</td>
<td>$ -</td>
<td>0</td>
</tr>
<tr>
<td>2.4. Contractor Oversight for Non-Priced Schedule Activities</td>
<td></td>
<td>Per Day</td>
<td>0</td>
<td>$ -</td>
<td>$ -</td>
<td>0</td>
</tr>
<tr>
<td>3. MOBILIZATION</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.1. Mobilization, Light Duty Vehicle (Car or 1/2 ton truck) ≤ 100 miles each way</td>
<td></td>
<td>Per Round Trip</td>
<td>0</td>
<td>$ -</td>
<td>$ -</td>
<td>0</td>
</tr>
<tr>
<td>3.2. Mobilization, Light Duty Vehicle (car or 1/2 ton truck) &gt; 100 miles each way</td>
<td></td>
<td>Per Round Trip</td>
<td>0</td>
<td>$ -</td>
<td>$ -</td>
<td>0</td>
</tr>
<tr>
<td>3.3. Heavy Duty/Sedan (1/4 ton +) ≤ 100 miles each way</td>
<td></td>
<td>Per Round Trip</td>
<td>0</td>
<td>$ -</td>
<td>$ -</td>
<td>0</td>
</tr>
<tr>
<td>3.4. Heavy Duty/Sedan (1/4 ton +) &gt; 100 miles each way</td>
<td></td>
<td>Per Round Trip</td>
<td>0</td>
<td>$ -</td>
<td>$ -</td>
<td>0</td>
</tr>
<tr>
<td>3.5. Work Trailer ≤ 100 miles each way</td>
<td></td>
<td>Per Round Trip</td>
<td>0</td>
<td>$ -</td>
<td>$ -</td>
<td>0</td>
</tr>
<tr>
<td>3.6. Work Trailer &gt; 100 miles each way</td>
<td></td>
<td>Per Round Trip</td>
<td>0</td>
<td>$ -</td>
<td>$ -</td>
<td>0</td>
</tr>
<tr>
<td>3.7. DPT Rig Mobilization ≤ 100 miles each way</td>
<td></td>
<td>Per Round Trip</td>
<td>0</td>
<td>$ -</td>
<td>$ -</td>
<td>0</td>
</tr>
<tr>
<td>3.8. DPT Rig Mobilization &gt; 100 miles each way</td>
<td></td>
<td>Per Round Trip</td>
<td>0</td>
<td>$ -</td>
<td>$ -</td>
<td>0</td>
</tr>
<tr>
<td>3.9. Drill Rig Mobilization ≤ 100 miles each way</td>
<td></td>
<td>Per Round Trip</td>
<td>0</td>
<td>$ -</td>
<td>$ -</td>
<td>0</td>
</tr>
</tbody>
</table>

- **Rounding Display Screenshots**
How To Complete An Invoice Rate Sheet

• The Invoice Rate Sheet is filled out by the Contractor and submitted with the completed Deliverable to the appropriate Site Manager.

• **This Invoice Section:** Contractor should enter number of units for services performed.

• **Previously Invoiced Section:** For subsequent invoices, move the number of units already invoiced to the “Previously Invoiced” column.

• **Invoice Rate Sheet**
Deliverable Approval Letter Components

- **Task(s)/Pay Items**: Must name all tasks and/or pay items that are approved on the signed Invoice Rate Sheet (pay item(s) only needed if select item(s) from task are being billed rather than a complete task). Typos are not acceptable.

- **Approved Costs**: Must state amount approved including retainage. Approved Costs must match the “DEP Cost Share” amount from the signed Invoice Rate Sheet or a corrected Invoice Rate Sheet is needed.

- **Deliverable Received Date**: Must include dates on which deliverables were received by FDEP. Deliverable received date must be on or before the applicable deliverable due dates otherwise the deliverable approval letter should reference that the deliverable was late and what the appropriate financial consequence will be (*i.e.* forfeiting retainage, *etc.*).

- **Purchase Order #**: 6 digit/character ID (*i.e.* AXXXXX). Typos are not acceptable.
Deliverable Approval Letter Examples

If the deliverables are found to be complete and acceptable the Site Manager will sign and date the Invoice Rate Sheet and return it to the Contractor along with a Deliverable Approval Letter.

The Alachua County Environmental Protection Department (ACEPD) has reviewed the Task 1 deliverable (Proposal, Affidavits, Site Access Agreement, and Health & Safety Plan) dated June 26, 2014 (received June 27, 2014), submitted for this facility. The deliverable is acceptable and demonstrates that the work outlined in Purchase Order (PO) # AA2418 for Task 1 was satisfactorily performed. Please continue implementation of the Purchase Order. The approved cost for completion of Task 1 is $1,486.59 as detailed in the attached Rate Sheet for this referenced site.

The Petroleum Restoration Program (PRP) has reviewed the Limited Site Assessment Interim Report dated June 10, 2014 (received June 11, 2014). The Interim Deliverable is acceptable and demonstrates that the work outlined in PO # A9F1CC for Task 2 was satisfactorily performed. Please continue implementation of the purchase order A9F1CC. The approved cost for completion of this deliverable is $9,413.50 as detailed in the attached rate sheet.

The Petroleum Restoration Program (PRP) has reviewed Task 1 deliverables and Task 2 line item 1.5 Off Site Access Agreement dated April 30, 2014 through May 20, 2014 (received May 27, 2014), submitted for this facility. The Interim Deliverables are acceptable and demonstrate that the work outlined in PO # A9FA83 was satisfactorily performed. The approved cost for completion of this deliverable is $1,300 as detailed in the attached rate sheet. Please continue implementation of the Purchase Order by completing the remainder of Task 2.

The Florida Department of Health in Escambia County has reviewed the Task 2 Interim Deliverable dated May 30, 2014 (received May 30, 2014), and supplemental information received June 5, 2014 submitted for this facility. The Task 2 Interim Deliverable is acceptable and demonstrates that the work outlined in the Purchase Order (PO) # A993A9 for Task 2 was satisfactorily performed. Please continue implementation of the Purchase Order. The approved cost for completion of Task 2 is $ 847.90.
The Invoice Page is included in the most current Schedule of Pay Items workbook (Attachment B).

<table>
<thead>
<tr>
<th>Purchase Order #</th>
<th>FAC ID #</th>
<th>PRP Reference #</th>
<th>Invoice #</th>
<th>Invoice Date</th>
<th>Contractor #</th>
<th>Final Invoice</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Yes ☐ No ☐</td>
</tr>
</tbody>
</table>

Facility Name

Service Start Date

Service End Date

if applicable

PoS Extended

10%

Retainage Percent

Vendor Remit Payment To:

Florida Dept. of Environmental Protection
Petroleum Restoration Program
2600 Blair Stone Road, M.S. 4575
Tallahassee, Florida 32399-2400

Agent:

Email Address:

Telephone:

Bill To:

Submit invoices via email to:

FDEP Received Date

PRP_AcctngInvoices@dep.state.fl.us
## Invoice Page Amounts – What do they all mean?

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
<th>Retainage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Purchase Order Amount</td>
<td>$14,649.00</td>
<td></td>
</tr>
<tr>
<td>Previously Invoiced</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Available Purchase Order Balance</td>
<td>$14,649.00</td>
<td></td>
</tr>
<tr>
<td>Amount Approved This Invoice</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Forfeited Retainage</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Retainage Held</td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td>Retainage (Final Invoice)</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>Total Amount Payable This Invoice</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>Purchase Order Balance Remaining</td>
<td>$14,649.00</td>
<td></td>
</tr>
</tbody>
</table>

NOTE: THIS INVOICE REQUIRES ATTACHMENT OF DEP SITE MANAGER APPROVED SCHEDULE OF PAY ITEMS INVOICE RATE SHEET.
The Subcontractor Utilization Form is included in the most current Schedule of Pay Items workbook or in the Contractor’s ATC contract. The form must be included with every invoice even if subcontractors were not utilized.

• Subcontractor Utilization Form
Subcontractor Invoices For Reimbursable Items

- Submit **only** subcontractor invoices for reimbursable costs included in the task(s) being invoiced.

- **Subcontractor service dates**: Subcontractor invoice service dates should fall within the service period indicated on the invoice page. If the date of the subcontractor invoice does not fall within the established service period, and actual services rendered dates are not reflected on the original subcontractor invoice, then the Contractor or subcontractor should hand-write the actual services rendered dates on the subcontractor invoice and initial.
Common Invoice Errors

• Not on Company letterhead
• Rate sheet filled out incorrectly or not at all
• Missing information in Deliverable Approval Letter
• Incorrect PRP Reference Number
• Incorrect Contractor #
• Incorrect Invoice Service Start and End Dates
• Missing Subcontractor’s Utilization Report form
• Penny rounding errors
• My Florida Market Place Vendor Information Portal:
  https://vendor.myfloridamarketplace.com/vms-web/spring/login;jsessionid=7FB2237B200EEA17218615779705D226.jvm2?execution=e1s1

• Contractor Detail Status Report (Status of invoices within PRP):
  http://appprod.dep.state.fl.us/www_stcm/reports/contractor_wo_ta_invoice_p.asp

• DFS Vendor Payment History:
  http://flair.dbf.state.fl.us/dispub2/cvnphpst.htm

• MFMP Buyer Portal (For Site Managers Only):
  https://buyer.myfloridamarketplace.com/Buyer/Main

• Sample PO
• PRP Accounting:
  - Sharon Lee    850-245-8844  Sharon.A.Lee@dep.state.fl.us
  - Lauren Mackey 850-245-7635  Lauren.Mackey@dep.state.fl.us
  - Debbie Harbison 850-245-8820 Deborah.Harbison@dep.state.fl.us
  - Derrick Woodard 850-245-8818 Derrick.Woodward@dep.state.fl.us
  - Eric Walton    850-245-8818  Eric.Walton@dep.state.fl.us
  - Cynthia Holden 850-245-8812 Cynthia.Holden@yorkrsg.com