FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION
Petroleum Restoration Program

PRP Accounting
Monica Brady & Derrick Woodard
February 2019
PRP Accounting Process:

• All invoices (POs, LSSI Work Orders, Utility Payments, and any other obligation).
  • 1000+ invoices a month.

• Encumbrance requests for all Program obligations.
  • Also cancellations and requests to reduce encumbrances.

• MyFloridaMarketplace (MFMP) Account requests and changes.
  • Passwords issues, please email MFMP_Administrator@dep.state.fl.us for assistance.
• **Approve IRs immediately upon receiving notification!!!**
  • PRP only has 5 days to review, submit and obtain site manager approval in MFMP.

• **Out of Office Delegations:**
  • Request in MFMP as soon as possible. Attach delegation memo to all invoices approved on behalf of someone else.

• **Need to reject an invoice?**
  • Please contact the accounting associate that submitted the invoice prior to rejecting, we may be able to correct without rejecting
  • cc: Derrick Woodard and Monica Brady.
• Do NOT approve a change order to reduce or move a pay item that has already been approved for payment.

• Permits are required prior to any work being completed, FDEP will not pay for after-the-fact permits (or any other work).

• SM’s should never edit a PR - only PR Creators initiate all new requisitions and changes in MFMP.

• Contractor Performance Evaluation (CPE) - if invoices are always received within 30 days of approval, they get a 2, otherwise another value should be assigned.
Funding is linked directly to the priority code and it is very important to select the appropriate code when creating a TA/WO. Please check with your supervisor if you have any questions.

<table>
<thead>
<tr>
<th>Priority #1</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Emergency Actions</td>
</tr>
<tr>
<td>B. Cleanup Related Utility Bills</td>
</tr>
<tr>
<td>C. Settlement Agreement/SRFA Lump Sums</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Priority #2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Can be any score.</td>
</tr>
<tr>
<td>A. Imminent Threat</td>
</tr>
<tr>
<td>B. PAC Contract</td>
</tr>
<tr>
<td>C. SRFA WOs/TAs Out of Priority Order</td>
</tr>
<tr>
<td>D. Verification Sampling for PBC &amp; Other Special Purpose</td>
</tr>
<tr>
<td>E. PBC</td>
</tr>
<tr>
<td>G. Free Product Recovery Initiative (FPRI)</td>
</tr>
<tr>
<td>H/I. Change Orders for Current/Prior Year WOs/TAs</td>
</tr>
<tr>
<td>K. O&amp;M Continuation (all sites)</td>
</tr>
<tr>
<td>M. Well Abandonment for SRCO (all sites)</td>
</tr>
<tr>
<td>N. IDW Removal/Disposal (all sites)</td>
</tr>
<tr>
<td>P. Post-Bio/Chem Application Monitoring (all sites)</td>
</tr>
<tr>
<td>Q. LSSI</td>
</tr>
<tr>
<td>R. LTNAM</td>
</tr>
<tr>
<td>T. Vulnerable Spring Watersheds</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Priority #3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cannot be less than 12 (except LSA)</td>
</tr>
<tr>
<td>A. Standard Petroleum Cleanup Contracts</td>
</tr>
<tr>
<td>B. SRFA WOs/TAs in Priority Order</td>
</tr>
<tr>
<td>E. Site Access Orders</td>
</tr>
<tr>
<td>S. Low Score Assessment</td>
</tr>
</tbody>
</table>
See the “Required Documents” tab of the SPI workbook for the items that must be submitted to the site manager prior to approving the deliverable and rate sheet.

• Work may be completed after the task due date but retainage should be forfeited per the contract as follows:
  • If submitted 1 to 7 calendar days past the required due date, retainage on the deliverable pay item is forfeited.
  • If submitted more than 7 calendar days, retainage is forfeited on the entire task.

Absolutely NO work should be performed after the Period of Service (PO End Date).
Deliverable Review Letters

Deliverable Review letters should include the following:

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

Response to Comments are not associated to an amount, so please be sure to include the actual report name you are approving and the original received date in the deliverable review letter.

A report/deliverable should be available and identifiable in STCM for all invoices. If you have questions about setting up your reports in STCM, please contact your team leader.
The information below should be verified by the site manager prior to approval in MFMP:

- Invoice data matches Purchase Order.
  - Facility Number, Facility Name, Address, PO #, Vendor.
- Invoice (pdf) attached.
- Invoice amount matches approved amount per deliverable approval letter.
- Invoice amount in MFMP matches Total Amount Payable This Invoice.
- If applicable, forfeited retainage listed (cumulative total of all forfeited retainage).
- Subcontractor Utilization Form included and accurate.
- Final Invoices Only:
  - Release of Claims Form included and accurately completed.
• **DO NOT REJECT INVOICES** unless directed to do so by someone in PRP Accounting. If you notice any errors, please contact the accounting associate to correct; cc: Monica Brady and Derrick Woodard.

• PRP Accounting will confirm all other invoice details but if you notice anything that should be updated, please let the accounting associate know or contact Monica Brady and Derrick Woodard.

• If you are delegated, please make sure you attach the delegation memo prior to approving.

Certification Statement:

_I, XXXXXX XXXXXXX, certify that I am the Contract Manager and the provided information is true and correct; the goods and services have been satisfactorily received and payment is now due. I understand that the office of the State Chief Financial Officer reserves the right to require additional documentation and/or to conduct periodic post-audits of any agreements._
Site managers are responsible for reviewing the Subcontractor Utilization Form for accuracy prior to approving invoices.

- All subcontractors/vendors paid directly by the ATC for costs should be listed.
  - If errors noticed, please email accounting associate and/or contractor for correction.
    - Do not reject the invoice for errors associated to this form.

- 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 should be listed on the approved subcontractor list.
Disposal Manifest

• Do not approve task deliverable for payment unless disposal manifest is received.
  • If not received with the report in which tasked, request supplemental information via response to comments prior to approving the deliverable.
    • Retainage should not be forfeited unless report was also late.

• If not completed within task assigned and due date hasn’t passed, a change order may be processed to move to a different/new task or extend the due dates if appropriate.

IMPORTANT: The final destruction manifest must be received prior to approving the final invoice.
In order to be eligible for Per Diem:

- 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.
  * Subcontractor office should be used for calculating per diem for subcontractors.
- Per Diem must be available in SPI (Pay Item 4.1.a or 4.1.b) in advance.

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

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

Daily Rate (When overnight travel occurs)............................................. $80.00
Quarterly Rate (One fourth of the daily rate).......................................... $20.00
A separate voucher is required for each facility/traveler.

The traveler and their supervisor must sign the voucher.

The traveler only needs to enter the departure time from headquarters on the 1st day and only the time returned to headquarters on the final day, as long as they worked at the same facility.
The Office of General Counsel continuously audits PRP’s Purchase Orders/Work Orders:

- Please confirm that all items approved for payment are authorized and documentation is available per the “Required Documents” tab found in Attachment B – Schedule of Pay Items.

- If a refund is required:
  - Upload request to Oculus.
  - Copy or send to Monica Brady.
  - Refunds should be mailed to PRP, Attention Program Accountant.
Navigation Tips

Searching for Invoices in MFMP

- Search ➔ Invoice Reconciliation.

- By IR Number – enter last 7 digits of MFMP invoice ID.
  - IR25544-4058555 – the IR sequence # is 4058555.

- By Supplier Invoice # – enter the contractors invoice number.
  - IR25544-4058555 – the Supplier Invoice # is 25544.
Navigation Tips

• Search → Purchase Order.

• Enter PO number
  • Speed up search by limiting PUI to 3701 (Petroleum).
  • Date Ordered – No Choice or -------

• Click on Invoice tab for a list of all invoices.
  • Click on invoice ID, then reconciliation tab to see attachments.
Navigation Tips

STCM Invoice Search (Cleanup/Work Order/Invoices/Invoices)

- Search by Purchase Order or Task Assignment #.
- Click on the invoice or change order line to see action dates.

STCM Actions:
F11 - Search.
F12 - Executes search.
IFA - Date invoice or CO sent to F&A for processing (submitted in MFMP).
RFI - Date final invoice processed.
Thank you for all that you do for the Petroleum Restoration Program, especially approving invoices quickly. 😊
• Monica Brady 850-245-8844  Monica.J.Brady@floridadep.gov
• Derrick Woodard 850-245-7635  Derrick.Woodard@floridadep.gov
• Anthony Andrews 850-245-8693  Anthony.Andrews@floridadep.gov
• Brandon Bryant 850-245-7563  Brandon.Bryant@floridadep.gov
• Debbie Harbison 850-245-8820  Deborah.Harbison@floridadep.gov
• Val Lanterman 850-245-8818  Valoria.Lanterman@floridadep.gov
• Daphne Laurie 850-245-8731  Daphne.Laurie@floridadep.gov
• Destiny Perkins 850-245-7684  Destiny.Perkins@floridadep.gov
• Adina Phillips 850-245-8780  Adina.Phillips@floridadep.gov