

Petroleum Restoration Program

ATC Payment of Subcontractors Documentation Procedures

Effective September 8, 2020

In accordance with Section 376.3071(6)(h), Florida Statutes and Section 9 of the Amended and Restated Agency Term Contract (ATC), 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 Contractor Affidavit/Release of Claims.

To verify this requirement has been met, complete the ATC Payment of Subcontractors Summary Form and submit along with copies of all subcontractor invoice(s) with the purchase order final invoice package. This will serve as backup documentation for the certification of payment of all subcontractors on the Affidavit/Release of Claims.

- All subcontractor invoices must be listed, though no order is required.
- Subcontractor invoices should have the following information annotated on the invoice.
 - Date Paid, ex. 01/01/2020
 - Amount Paid or Paid in Full
 - Payment Method; Check, Electronic Funds Transfer (EFT), Online payment
 - Check #, ETF#, or confirmation # included
 - Redact all financial routing or account numbers

The completed ATC Payment of Subcontractors Summary Form and annotated subcontractor invoices must be submitted along with the purchase order final invoice package to PRP_AcctingInvoices@dep.state.fl.us.