

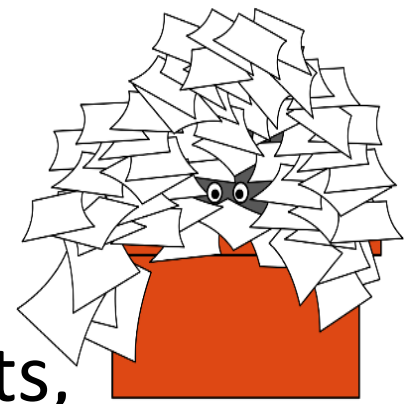


**FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION**  
**Petroleum Restoration Program**

**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](mailto:MFMP_Administrator@dep.state.fl.us) for assistance.



# General Tips & Reminders

- **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.





# General Tips & Reminders

- 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.





# Priority Codes

## Priority #1

- A. Emergency Actions
- B. Cleanup Related Utility Bills
- C. Settlement Agreement/SRFA Lump Sums

## Priority #2

Can be any score.

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

## Priority #3

Cannot be less than 12 (except LSA)

- A. Standard Petroleum Cleanup Contracts
- B. SRFA WOs/TAs in Priority Order
- E. Site Access Orders
- S. Low Score Assessment

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.



# Deliverable Review Letters



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.



# MFMP Invoice Processing

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.





# MFMP Invoice Processing Con't.

- **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 XXXXXX, 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.*



# Subcontractor Utilization Form

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.**



# Travel & Per Diem

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.

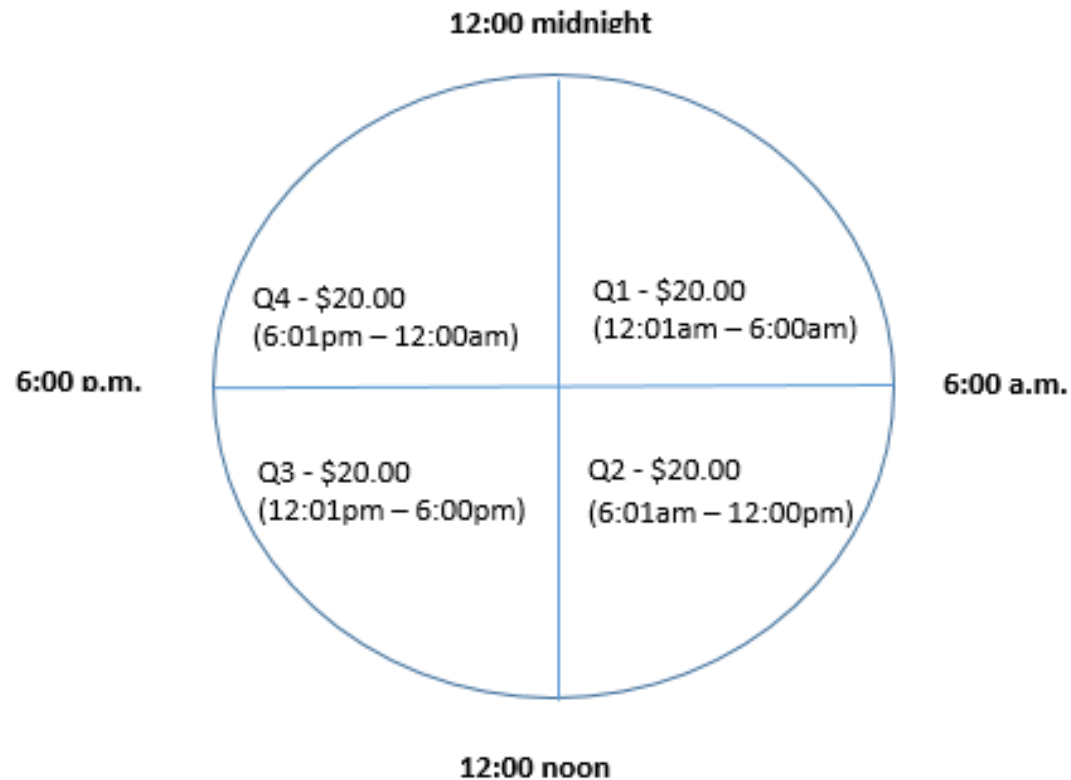
*Per Diem pays the contractor/subcontractors for food and shelter whereas mobilization pays for the vehicle, travel time, and mileage.*



# Per Diem Drawing

Daily Rate (When overnight travel occurs)..... \$80.00

Quarterly Rate (One fourth of the daily rate)..... \$20.00







# Audits



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.



Type: Invoice Reconciliation

Change the search criteria or name, and then Search.

Search Filters [Search Options](#)

Date Created:	Custom	From:	Mon, 25 Jan, 2016	PUI of Requester:	(select a value) [ select ]
		To:	Today, 11:59 PM	Requester:	(select a value) [ select ]
Encumbrance #:	<input type="text"/>				
IR Sequence #:	<input type="text"/>				
Order ID:	<input type="text"/>				
		Status:	No Choice	Supplier:	(select a value) [ select ]
		Supplier Invoice #:	<input type="text"/>		

- 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.

Type:

Change the search criteria or name, and then **Search**.

### Search Filters

[Search Options](#)

Order Title:	<input type="text"/>	Receipt Date (any receipt):	<input type="text" value="No Choice"/>
Close Order:	<input type="text" value="No Choice"/>	Receipt ID (any receipt):	<input type="text"/>
Contract ID:	<input type="text"/>	Receipt Status (any receipt):	<input type="text" value="No Choice"/>
Date Ordered:	<input type="text" value="No Choice"/>	Requester:	(select a value) [ <a href="#">select</a> ]
Order ID:	<input type="text"/>	Requisition ID:	<input type="text"/>
PUI:	<a href="#">3701</a> [ <a href="#">select</a> ]	Status:	<input type="text" value="No Choice"/>
		Supplier:	(select a value) [ <a href="#">select</a> ]



# 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.

Florida Department of Environmental Protection - Enterprise Applications

Work Order Invoices Tasks Deliv Histories Codes Budtrack Data Cleanup Facility and Work Order RAI Comments ORACLE

Storage Tank/Contamination Tracking - Work Order/Task Assignment Invoice Processing

Work Order/Task Assignment Invoice Processing

WOTA # GC777-007A Site Manager VINCE MOLOSKY Team PCTM5 Phase SR Program E Priority ID 2T

CO/Facility 5 8501124 SUNSHINE FOOD MART #362 Contractor ID 00559 Name TERRA-COM ENVIRONMENTAL CONSUL

Retainage% 10 Pac ID # Contract ID # GC777 BCO Weekly Approval Date 06/09/2015 Cancelled Date

Purchase Requisition PR8787679 Purchase Order AD06FF

Cost Center Admin 06/05/2015 Sent To F&A 07/13/2015 Reconcile Date 07/15/2015 Capital Equipment Cost \$ .00

Invoice Date*	Received*	Invoice #*	Item #	Change	Amount Due*	Reconcile Chg	Priority	Equipment	BCO Date
07/13/2015	07/13/2015	PO ADJ	ADJ	-\$1,494.00	\$ .00	-\$1,494.00	2H		07/14/2015
01/29/2016	02/04/2016	16-022	2	\$ .00	\$15,638.80	-\$1,494.00			06/09/2015
03/01/2016	03/01/2016	RFC2	4,5	\$5,302.50	\$ .00	\$3,808.50	2I		03/15/2016

Fiscal Year\* 2014-2015 Cost Center\* 37450404555-JG-087889-4773-139900

Comments

WOTA Total	Change Total	New Total / Doc Total	Previously Invoiced	This Invoice	Balance / With Ret CO	Total Rejected/Clock Stopped Total
\$150,455.26	-\$1,494.00	\$148,961.26 / \$148,961.26	\$ .00	\$15,638.80	\$133,322.46 / \$133,322.46	\$ .00

Action Date*	Action Type *	Description	Comments
02/05/2016	CCA	COST CENTER ADMIN	
02/05/2016	IFA	INV DATE TO F&A	

Returned/Rejected Reason

Type Invoice #  
Record: 2/3

## 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. 😊





# PRP Accounting Contacts



- **Monica Brady**                      **850-245-8844**                      [Monica.J.Brady@floridadep.gov](mailto:Monica.J.Brady@floridadep.gov)
- **Derrick Woodard**                      **850-245-7635**                      [Derrick.Woodard@floridadep.gov](mailto:Derrick.Woodard@floridadep.gov)
- Anthony Andrews                      850-245-8693                      [Anthony.Andrews@floridadep.gov](mailto:Anthony.Andrews@floridadep.gov)
- Brandon Bryant                      850-245-7563                      [Brandon.Bryant@floridadep.gov](mailto:Brandon.Bryant@floridadep.gov)
- Debbie Harbison                      850-245-8820                      [Deborah.Harbison@floridadep.gov](mailto:Deborah.Harbison@floridadep.gov)
- Val Lanterman                      850-245-8818                      [Valoria.Lanterman@floridadep.gov](mailto:Valoria.Lanterman@floridadep.gov)
- Daphne Laurie                      850-245-8731                      [Daphne.Laurie@floridadep.gov](mailto:Daphne.Laurie@floridadep.gov)
- Destiny Perkins                      850-245-7684                      [Destiny.Perkins@floridadep.gov](mailto:Destiny.Perkins@floridadep.gov)
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