

CONTRACTS 1.0

Contract Reports -- 1.6

Monthly Actual or Estimated Expenditures -- Section 1.6.a

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POLICY

The Fiscal Services Section of the Bureau of Health Services will conduct desk audits on the monthly contract expenditure payment requests received from contractors before submitting the requests to the Division of Fiscal Services of the Department of Health.

APPLICABILITY

This policy applies to Local Health Department, Regional, and Central Office personnel.

PURPOSE

Maintain accountability.

PROCEDURE

Reimbursements shall be made to the contractor on a monthly basis by use of the **Invoice for Reimbursement**. A monthly reimbursement request shall be prepared by the contractor based upon actual or estimated expenditures and revenue by line-item or by program category.

All monthly requests for reimbursement must be sent by the contractor to the Regional Director or his/her designee or to the Fiscal Services Section of the Bureau of Health Services (FSS) as the case may be. The FSS will approve and forward to the Division of Fiscal Services for payment.

The Department of Finance and Administration Fiscal Policy 03 allows for contract expenditures to be made monthly based upon an estimate reconciled to actual each quarter. (This procedure is further defined in Bureau Policy 1.6.c)

Contracts supported by current services revenue must have collections to support the contract payment request.

NECESSARY FORMS

Invoice for Reimbursement

REFERENCE DOCUMENTS

Department of Finance and Administration - Policy 03, Uniform Reporting Requirements and Cost Allocation Plans for Subrecipients of Federal and State Grant Monies (Revised 12/97)

OFFICE OF PRIMARY RESPONSIBILITY

Fiscal Services Section, Bureau of Health Services, (615)741-7305