

CONTRACTS 1.0

Contract Reports -- 1.6

Fee-For-Service Expenditures -- 1.6.b

Date Issued: December 29, 1999

Date Last

Revised:

Signature:

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POLICY

The Fiscal Services Section of the Bureau of Health Services will conduct desk audits on the monthly fee-for-service 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

To maintain accountability.

PROCEDURE

Reimbursements shall be made to the contractor on a monthly basis by use of the **Invoice for Reimbursement - Fee For Service**. A monthly reimbursement request shall be prepared by the contractor based upon actual expenditures.

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

NECESSARY FORMS

Invoice for Reimbursement - Fee For Service

REFERENCE DOCUMENTS

Rules of Department of Finance and Administration - Chapter 0620-3-3, Personal Service, Professional Service, and Consultant Service Contracts

OFFICE OF PRIMARY RESPONSIBILITY

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

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