

DIVISION OF MINED LAND RECLAMATION		PROCEDURE NO.	4.1.07
PROCEDURES MANUAL		ISSUE DATE	01/02/2013
SUBJECT	Invoice Processing	Section	All
		Last Revised	-----

OBJECTIVE AND INTENT:

To ensure the Division coordinates the processing and payment of incoming invoices in a timely manner. Prompt payment requirements are mandated in the Code of Virginia. This procedure will assure compliance with all applicable standards required by the Code of Virginia and the Virginia Procurement Act.

PROCEDURES:

- AML Office Services Specialist and Reclamation Services Area Supervisors will maintain a spreadsheet containing project names, contract numbers, inspector and backup, area supervisor, staff engineer, assigned contract coordinator, and any contacts for special projects. Special projects will be designated by a special color scheme. This will be readily available on the agency intranet for all personnel involved in the invoice process.
- All DMME construction contractors will be directed to submit all invoices (applications for payment) to the Office of Financial Services (OFS) in the Big Stone Gap office. The Accounting Manager (AM) is the OFS lead, but either of the Fiscal Technicians (FT) can also serve as acceptors in the absence of the AM. Acceptors shall date stamp the invoices upon arrival in OFS. Each construction invoice shall be entered into the OFS invoice log on the date of its acceptance. DMME acceptance of the invoice initiates the 30 day prompt payment clock as the invoice now becomes property of the Commonwealth.
- The designated OFS staff shall deliver a copy of the invoice to the AML Offices Services Specialist (OSS) along with all original supporting documentation that will be placed into the AML invoice files. OFS shall retain the original invoice. The AML OSS will scan the invoice and distribute (email) the PDF file to the project inspector, and copy the appropriate Area Supervisor, Reclamation Services OSS, AML Projects Coordinator, Reclamation Services Manager, contract coordinators in the Office of General Services (OGS) , and OFS. Invoice attachments such as seed tags and stone tickets are to be scanned and distributed to the project Inspector. In the event of any absence of the AML OSS, OFS personnel will scan and distribute the PDF file as noted above. *(This will give OFS the identity of the individuals they would need to follow up*

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with should there be a delay in the approval process. To the extent possible, emails should be sent using methods to minimize file sizes (large file transfer). Upon receipt of the OFS email, the Area Supervisor shall be expecting an approval/denial email from the Inspector within a reasonable timeframe (no later than 5 days after receipt of OFS email).

- The project Inspector is to review the invoice and send an email to the Area Supervisor with an approval recommendation within five working days of receiving the AML OSS email. The project inspector will also communicate through an e-mail from the inspector to the contractor and OFS, any errors found during their review. This e-mail will provide an official record as to the error and the reason to reset the 30 day period. An inspection report is to be attached to the inspector's approval recommendation email. The Area Supervisor also reviews the invoice and forwards the Inspector's email approval with his added approval to the AML Projects Coordinator. The Projects Coordinator will review and approve the invoice for payment, and then forward the approval email chain to the OFS AM, the AML OSS, and to contract coordinators in OGS. This process shall be completed within 10 working days to allow OFS to meet the 30 day prompt payment requirement.
- Upon receiving an email from the Projects Coordinator approving the payment, OFS will process the payment.
- For a design contract invoice, the consultant is to follow the process as identified above. However, the invoice's PDF file is to be sent to the appropriate AML staff engineer, while copying the AML Projects Coordinator, OFS, and OGS. Within five days, the staff engineer reviews and sends the Coordinator a recommendation for approval.

Additional Information:

The process for invoices does not alter the process for final inspections. OGS personnel will continue to review and sign final inspection reports to close out the project. If errors are found in the invoice, the reviewing individual is to immediately notify OFS. This resets the 30 day period. The project inspector will also communicate through an e-mail from the inspector to the contractor and OFS, any errors found during their review. This e-mail will provide an official record as to the error and the reason to reset the 30 day period. Water supply replacement projects will follow the procedure for routine AML construction projects. The AML OSS will not have to acquire OFS signatures to confirm the delivery of approved AML Construction Application for Payments (invoices).