

Effective July 1, 2020

## CHIEF FINANCIAL OFFICER MEMORANDUM NO. 03

### SUBJECT: CONTRACT SUMMARY FORM

The purpose of this memorandum is to update and clarify the use of the Florida Accountability Contract Tracking System (FACTS) Contract Summary Form (CSF) requirements and is authorized by section 215.422 (1), Florida Statutes (F.S.).

#### FLAIR PAYMENTS

For all contract and grant agreements that are recorded in FACTS and for which payments are processed in the Florida Accounting Information Resource (FLAIR), each agency will utilize the CSF that is found in FACTS. Agency contract managers should print, complete, and sign the FACTS CSF, certifying that services were satisfactorily received. The signed CSF will be sent to the Agency's accounting office and included in the FLAIR payment voucher. The Bureau of Auditing (Bureau) will return, to the Agency, any FLAIR payment voucher that does not include a properly completed and signed FACTS CSF.

#### MFMP PAYMENTS

In lieu of submitting the completed CSF with each contractual service payment in My Florida Marketplace (MFMP), agencies may opt to provide the required information on the Invoice Reconciliation (IR). Required information includes invoice period, paid to date (PTD) amount, and the contract manager's certification statement. This information may be input in the Comments section of the IR. The PTD must be provided, even for one-time payment purchase orders.

For all MFMP service payments, the Contract Manager must provide on the IR the following certification statement:

*"I <insert name> 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."*

#### EXCEPTIONS

The Bureau has previously determined that the agreements for certain service types (listed below) are exempted from the CSF requirements. However, an acknowledgement of satisfactory receipt and approval of services or a receiving report, as applicable, must be provided.

Utility payments  
Property and Equipment Leases  
Phone Services  
Building Construction  
Commodity purchases

Please contact The Bureau of Auditing at 850-413-5512 if you have questions regarding this memorandum.