

June 21, 2007

CHIEF FINANCIAL OFFICER MEMORANDUM NO. 04 (2006-07)

SUBJECT: DOCUMENTATION FOR TRANSMONTAIGNE TRANSACTIONS

In consultation with the Department of Management Services, this memorandum sets forth the documentation requirements for processing payment requests for the state term contract with Comdata/Transmontaigne. Agencies are required to maintain invoices/receipts for all charges and to have a system of internal controls in place to ensure that all charges are valid State expenditures.

Payment requests submitted to the Bureau of Auditing must include: the summary invoice from Transmontaigne; the detail transaction list from Transmontaigne; and supporting documentation for transactions that do not contain sufficient detail for a proper pre-audit. The Bureau has determined transactions that do not include sufficient detail for our pre-audit include, but are not limited to; fuel adjustments, miscellaneous fuel purchases, other miscellaneous transactions, and miscellaneous repairs. Therefore, invoices/receipts will need to be submitted to the Bureau for payment of these charges.

State agencies are encouraged to use the State purchasing card (PCard) as an alternative to using the Comdata card for repairs and maintenance. Each agency interested in using the PCard for state vehicle repair and maintenance transactions must comply with the following:

- Submit an addendum to your Agency's PCard Plan, which includes applicable internal controls for state vehicle repairs and maintenance.
- A new Merchant Category Code Group (MCCG) or modification of an existing MCCG may be necessary (contact DFS for review and approval).
- The Purchasing Card Module's Charge/Distribution Maintenance, Description Field, must reflect the state vehicle number and indicate "repair or maintenance" for each transaction.

Each agency's PCard Administrator must contact DFS for assistance with the MCCG determination and record the change in the Purchasing Card Module. Appropriate notification must be made to Bank of America prior to implementing the use of the PCard for state vehicle repair and maintenance transactions.

If a state agency elects to use the PCard for repairs and maintenance, DFS will allow the agency's fuel purchases to be processed in Central FLAIR as load and post transactions which will be audited on a post-audit basis. A unique agency site will need to be established for these fuel transactions.

Agencies may contact Crystal Read at 850-413-5557, Suncom 293-5557, or Crystal.Read@fldfs.com for PCard information; Cheri Greene at 850-413-5593, Suncom 293-5593 or Cheri.Greene@fldfs.com for establishing new voucher sites; and Deborah Reed at 850-413-5561, Suncom 293-5561, or Deborah.Reed@fldfs.com for additional Comdata/Transmontaigne payment processing information.