

## DDA NEW PROCEDURES & UPDATES

### OTO (one time only)

Effective 2/1/04 – vendors must submit a separate invoice for payment of any OTO supplements to the regional office who in turn will send to Brenda Fischer for approval. Brenda will forward the OTO invoice to Sharon or Dee (no exceptions). It will be their duty to stamp, log and distribute the invoice (to be known as the DDA437A attached). Under no circumstance are you allowed to pay an oto invoice without Brenda's approval.

### FY 04 EXEMPT FROM PROCUREMENT

It is expected that the 4<sup>th</sup> quarter FY04 payment and the FY 03 440 recon will be impacted by the “exempt” status that became effective 10/1/03. The following are the major impacts at this point:

DHMH 437 – a revised 437 has been created for use by DDA vendors (revised DHMH DDA 437). This invoice MUST BE SIGNED by Brenda or her designee before we process for payment. This 437 would then be one that is sent via the M43 batching that Juanita trained on recently.

It is anticipated that the 4<sup>th</sup> quarter payment and possibly the 440 may involve both funding streams (BPO & Exempt). A recommendation has been given to DDA as to the easiest way to handle this situation. More to follow>>>>>>. There will be much discussion about the 440 process for FY04.

### FY 05 AWARDS

It is anticipated that DPCA will have a “list” from DDA of the base award amounts by June 1, 2004. There may be supplements to the FY05 base award list amount received by DPCA before we get the Base 432 (expected around 7/15/04). If necessary, we may need to adjust the 1<sup>st</sup> qtr. payment amount. Beginning in FY05, all payments for the exempt services (IFC, ISS, FSS) will be on the M43 batch.

### OTHER ISSUES

For FY04, we need the following by vendor, by award number from Mary, Todd, and Stephanie:

FY2004 total exempt from procurement amount received to date.

SHARON HAS REQUESTED THAT EACH OF US IMMEDIATELY FOLLOW THE PROCEDURE REQUIRING THAT EACH PAYMENT REQUEST BE LOGGED IN AND OUT OF THE PAYMENT LOG BOOK. NO EXCEPTIONS.

