

HVE Pedestrian & Bicycle Safety Invoice Instructions and Contract Requirements

INVOICE INSTRUCTIONS

Approved invoice templates and samples can be found and downloaded from <http://alerttodayflorida.com/HVE/>, do **NOT** use outdated templates from previous HVE campaigns, invoices submitted with outdated templates will be **REJECTED**.

It is required that all agencies submit **“Periodic Invoices”** on a regular basis in KiSSFLOW (KF) (do not email, fax, or physically mail invoices); inclusive of pay-periods, bi-weekly or every 30 days (first invoice is due no later than 60 days from Purchase Order Date).

Periodic Invoices must contain the following **three** components to be accepted:

1. **Invoice** – must include signature
2. **Personnel Services Timesheet** – must include **ALL** regular hours worked inclusive of pay periods
3. **Payroll Documentation** as outlined in the **Contract** – paystubs and pay roll ledgers are accepted

On-line Detail Reporting Form

- **ALL** On-Line Detail Reporting Forms are required to be entered on-line at <http://alerttodayflorida.com/HVE/> **within seven (7) days** of the HVE on-street operation and **before** the respective Periodic Invoice is submitted for reimbursement
- **Paper** Detail Reporting Forms are **not** required with the Periodic Invoice submission
- Any Detail Reporting Forms not entered on-line on a regular basis cause delays in processing invoices

CHECKLIST – REQUIREMENTS **PRIOR** TO FIRST HVE ON-STREET OPERATION

1. Request **Final Contract** and **PO** in KF
2. Submit **Approved Personnel** letter in KF (**page 1 & 2**)
3. Submit **First Media Engagement** in KF (**at least 7 days before first on-street operation**)
4. **Education Material** must be on-hand (education material is shipped once **Final Contract** is approved)

CHECKLIST – REQUIREMENTS **THROUGHOUT** HVE CONTRACT

1. **First** on-street operation must be within **30 days** of Purchase Order date
2. **Submit first invoice** within **60 days** of Purchase Order date and on a **regular basis** (recommended bi-weekly or every 30 days, inclusive of pay periods)
3. Submit **Second Media Engagement** in KF promoting the Alert Tonight Florida campaign, between 11/5/2017 and 3/11/2018. (Note – campaign materials provided by CUTR)
4. Submit optional **Additional Media Engagements** in KF promoting Alert Today Florida campaigns. (Note – campaign materials provided by CUTR)
5. Request **Additional** Education Material in KF
6. **If for any reason your agency is unable to meet Contract Requirements including but not limited to utilizing at least 90% of PO amount – contact Alex Cruz at acc2@cutr.usf.edu AS SOON AS POSSIBLE**, this will enable us to restructure your HVE funding and utilize it at other agencies.