

Stinson, Judy

From: Soil & Water Conservation Program
Sent: Tuesday, June 18, 2019 10:49 AM
To: DNR.Soil and Water Conservation Districts staff
Cc: DNR.SWC Staff
Subject: Payments Pending Vendor and Roll Overs

Good Morning!

Some districts still have contracts that do not have vendors setup. If any of the contracts get a vendor established and is in the Vendor Selection box by the end of the day tomorrow, Wednesday 6/19, those contracts can still be submitted for payment. If there is not a vendor setup after tomorrow, those contracts will have to be rolled into FY 20. If you have questions about a vendor being setup, please email April Brandt the vendor name and contract number. We can check in SAM II if there is any information on the vendor.

To move a contract into FY20, a change order will have to be completed to extend the termination date even if the contract payment has already been board approved. By the time the district is doing the change order to move the contract into FY20, most likely the termination date will already have passed. For the change orders completed after the termination date, the signature dates will need to be the actual date of the signatures and board approval date in MOSWIMS will have to be the termination for the contract. For example, if the termination date is 6/15 and they sign and date it on 6/20, the board approval date in MOSWIMS has to be 6/15 or before. When the contracts are submitted for payment in FY 20, the previously signed contract payment can be used for the documentation.

Rolling contracts into FY 20 must be completed by 5:00 PM on June 28, 2019, when MOSWIMS will be locked for the roll over process.

Thank you.
Soil & Water Conservation Program

We'd like your feedback on the service you received from the Missouri Department of Natural Resources. Please consider taking a few minutes to complete the department's Customer Satisfaction Survey at <https://www.surveymonkey.com/r/MoDNRsurvey>. Thank you.