

## **CONSTRUCTION PHASE PROTOCOL & FREQUENTLY ASKED QUESTIONS**



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### **Frequently Asked Questions**

#### **When will the construction funds be available to spend on the project?**

Bond proceeds will be available to spend out of the construction fund within a week of closing. However, there are IRS provisions that allow for reimbursement of certain expenses related to the project. See below.

#### **Can I request payment or reimbursement of expenses that were incurred prior to the closing date on the bond issue?**

Yes, however a reimbursement resolution adopted by the Authority may be required. In accordance with IRS regulations on tax-exempt bond issues, only expenditures made within 60 days of adoption of the resolution may be considered. Please contact OCIA staff for more information.

#### **Where and how do I send items related to purchase orders (POs) and invoices for our agency's project?**

Please send emails related to purchase orders and invoices to:  
[OCIAinvoices@treasurer.ok.gov](mailto:OCIAinvoices@treasurer.ok.gov)

#### **What is the time frame in which the construction fund must be used?**

Pursuant to IRS regulations for tax-exempt bond issuances, 95% of the bond proceeds must be spent within 3 years of the closing date.

#### **Can I transfer an existing PO to OCIA if it is part of the project?**

Yes. ABS usually requires a copy of the agency PO, related executed contracts, and CAP forms or quotes used.

#### **How do I request reports from OCIA?**

Reports can be requested at our invoice email. Please allow 48 hours for processing. If you would like them sent on a regular basis, please let us know your needs and we will work to accommodate your request.

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### **New Purchase Orders (POs), Amendments, and Change Orders**

OCIA will send a PO Requisition form with the specific funding information for your project. This form should be completed with funding, vendor and payment information, and then submitted to OCIA. A copy of the PO will be sent to your agency upon completion. The PO number should be referenced on each invoice submission to OCIA. Amendments and Change Orders should also be submitted in this way.

### **Submitting Invoices:**

All project related invoices should be approved by the agency before submission to the OCIA. In an effort to expedite payment and ensure proper controls are in place for processing invoices, each project must have a single, designated point of contact for submission of all invoices unless a separate arrangement has been coordinated with OCIA staff.

All invoices must be sent individually (one invoice per email) with the details listed below to [OCIAinvoices@treasurer.ok.gov](mailto:OCIAinvoices@treasurer.ok.gov). OCIA will approve funding and send to ABS for payment within 2 working days of receipt.

email subject line: must contain invoice/pay app number and vendor name

email body: body of email should include the following:

Invoice: [insert invoice number, pay app number, or both]

SOW/PO: [insert applicable Statement of Work number or OCIA PO number]

Description: [insert description of goods or services on related invoice]

Amount: [insert amount of invoice being submitted for payment approval by OCIA]

### **Project Vendors:**

Vendors need to send all bids, quotes, and invoices to the client agency for approval. OCIA will only accept invoices from the client agency in accordance with procedures outlined above.

If a vendor is new, or changes to contact information are needed, please request a "Vendor/Payee Form" from [OCIAinvoices@treasurer.ok.gov](mailto:OCIAinvoices@treasurer.ok.gov).

For changes to banking information related to OCIA's payment of invoices, the vendor should contact ABS at [vendor.EFT@omes.ok.gov](mailto:vendor.EFT@omes.ok.gov).

To check the status of a payment, please send a request to [OCIAinvoices@treasurer.ok.gov](mailto:OCIAinvoices@treasurer.ok.gov) and information will be provided to respond back to the vendor.



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Please complete and return a copy to [OCIAinvoices@treasurer.ok.gov](mailto:OCIAinvoices@treasurer.ok.gov):

The bonds will be issued as: TAXABLE\_\_\_\_ TAX-EXEMPT\_\_\_\_

If tax-exempt bonds are expected to be issued for the project, please sign below acknowledging the agency’s understanding of the IRS spend down requirements and committing to use of proceeds within the three year period.

\_\_\_\_\_

Project Lead Signature

Date

Is your project subject to the statutory requirements and assessment for Art in Public Places? \_\_\_\_Y \_\_\_\_N

OCIA will be notified of changes to any of the contacts listed below:

\_\_\_\_\_ Project Lead

\_\_\_\_\_ Invoice Submissions

\_\_\_\_\_ PO Submissions