

**Westphal, Chuck (USAWIE)**

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**From:** SeanHart@bia.gov  
**Sent:** Monday, October 01, 2001 1:09 PM  
**To:** David\_Congos/MINNEAPOLIS/BIA/DOI%TAPEPROCESS%PS  
**Cc:** Jay\_West%BIA%PS  
**Subject:** Invoice

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[ ] Return receipt  
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Dave-

I got an invoice from MTE today for Fire suppression costs for May and June. I am sending them back to you for approval as per Jay. He wants everything to be signed off by you.

The invoices need to include letterhead and original signature (which these do) and supporting documentation. These don't have the documentation. For the personnel time and fringe, we accept a tribal spread sheet documenting the time. For suppression supplies we accept a tribal spread sheet or list of supplies.

If anything is missing and you are not willing to sign off, we can ask for more documentation. The contracting rules are such that the contractor has to follow BIA policy and procedure to get paid. Our policy is that you have to be comfortable with the charges to sign off, and that includes the documentation. I will not sign off on anything until you have signed a recommendation to me to sign.

As this is a new step in the process, please inform MTE that invoices need to come through you first. I can send a letter from the Region if you want more than this email as notification to you.

If you have questions, please contact me.

Thanks.

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