OBJECTIVE

To establish a method for invoicing Aviation Authority customers for special services or supplies provided.

METHOD

Definitions

For the purpose of this procedure the following words and phrases shall mean:

Activity. Any department, division, section, or individual employee of the Aviation Authority performing or dispensing services or supplies in an official capacity. This definition is intended to include special services provided by third parties upon the approval of an Aviation Authority Vice President.

Aviation Authority. The Greater Orlando Aviation Authority.

Entity. Any individual or organization, private or public, other than the Authority. This includes, but is not limited to, the City of Orlando, airlines, bus lines, concessions, or any business/service not directly an activity of the Aviation Authority.

Special Services or Supplies. Services or supplies other than those normally provided to all tenants without charge.

Damages. Damage to Aviation Authority owned or leased vehicles, equipment, or real property.

Special Services or Supplies and/or Reimbursement for Damages

Invoices shall include all direct, fringe benefit, and related costs that are incurred by the Aviation Authority in furnishing any special services or supplies or for reimbursement for damages. The department furnishing the special services or supplies shall be responsible for compiling all necessary data for invoicing.

Method of Charging Special Services or Supplies Furnished by the Authority or Other Entities

Invoices shall include the following:

Labor. Charge shall be at the prevailing internal hourly rate for each trade or discipline (e.g. plumbing, electrical, carpentry, etc.) contributing to a given project, plus thirty percent (30%) for employee benefit cost, for a total labor charge. Time spent in transit shall be included when calculating labor cost.

Materials. Charge at replacement cost to the Aviation Authority, plus an administrative fee of 20% of the replacement cost.

Other. Other services will be charged at rates established by Senior Staff or the Aviation Authority Board, as appropriate.

Florida State Sales Tax. Florida State Sales Tax will be added to all applicable invoices.

Invoice Procedure

Standard Aviation Authority invoices shall be used, in accordance with Finance Department Operational Policies, Section 410.04.

The department responsible for furnishing special services or supplies shall complete Form No. 410.2.1 per instructions thereon and shall forward necessary data to the Assistant Vice President of Finance.

The Chief Accountant of Revenue Control shall be responsible for issuing necessary invoices.

FORM

Special Services or Supplies to Other Entities, Form No. 410.2.1

APPROVAL AND UPDATE HISTORY

Format and Re-Numbering Authority

Aviation Authority Board: August 28, 1991 (4R)

Last Approval

Aviation Authority Board: November 16, 1988 (V)
Chief Executive Officer: June 5, 2007

Supersedes

All Previous

Parts/Services Report for Reimbursement

Airline/Tenant
/Customer

Internal Work Order #	External Vendor Work #	Date of Work	Description of Work	Location Description	Specific Location	Oracle Part #	Oracle Part Description	Oracle Account Code	(1) Qty of Parts/ Services	(2) Cost per Parts/ Services	(3) Mark Up 20% [(1)*(2)] *20%	Total Cost Parts/ Services [(1)*(2)]+(3)	Percent Allocable to Tenant	Amount to be Billed

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Vice President
Approval or Designee ______________________________

Date ______________________________

Airline/Tenant/ Customer

Internal Work Order #	External Vendor Work #	Date of Work	Description of Work	Location Description	Specific Location	Oracle Account Code	(1) Regular Hours Worked	(2) Regular Hourly Rate	(3) Benefits Cost 30%	Total Cost	Percent Allocable to Tenant	Amount to be Billed
			Total									$-

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Vice President Approval or Designee ______________________________

Date ______________________________