



State of Louisiana
Division of Administration
Office of the Commissioner

MEMORANDUM

TO: All State Agencies (Secretaries, Agency Heads, Undersecretaries, and Fiscal Officers)

FROM: Paul Rainwater, Commissioner of Administration

DATE: October 8, 2010

SUBJECT: Documentation of Oil Spill Activity Required for Audit/Reimbursement Purposes

During the recent Undersecretary Meeting held by the Division of Administration (DOA) on Tuesday, September 28, 2010, Deputy Commissioner Mark Brady reiterated the importance of maintaining adequate documentation of the activities resulting from the BP Oil Spill.

As you know, the Department of Public Safety (DPS) is serving as the lead state agency for accumulating information on activities resulting from the oil spill, and it is critical for audit and reimbursement purposes that all state agencies impacted by the oil spill maintain adequate and proper documentation regarding these activities. Copies of detailed documentation supporting expenditures and claims related to the oil spill should be included with any information that is submitted to DPS. If your agency has submitted any claims directly to BP, please also notify DPS of these claims and submit the appropriate documentation.

The centralization of all oil spill losses and claim information is essential for timely reimbursement and audit purposes. It is also consistent with the recommendation by the Legislative Auditor to the DOA and members of the Legislative Audit Advisory Council.

Memos that include guidance on handling oil spill activities that have been issued to date by the Commissioner of Administration include:

- **April 26, 2010 Memo:** BP Oil Rig Explosion - Procedures for Coding of Expenditures, Emergency Procurement, Overtime Reimbursement, etc.
http://doa.louisiana.gov/doa/Oil_Spill_Memos/Commissioner's_Oil_Spill_Memo_-_04.26.10.pdf
- **May 6, 2010 Memo:** Fund Management and Authorized Reimbursement Process - Deepwater Horizon Event
http://doa.louisiana.gov/doa/Oil_Spill_Memos/Commissioner's_Oil_Spill_Memo_-_05.06.10.pdf

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- **May 6, 2010 Memo:** Revised - Authorized Reimbursement Process for Eligible Claims Related to the Deepwater Horizon Event
[http://doa.louisiana.gov/doa/Oil_Spill_Memos/Commissioner'sOil_Spill_Memo_-_05.06.10\(2\).pdf](http://doa.louisiana.gov/doa/Oil_Spill_Memos/Commissioner'sOil_Spill_Memo_-_05.06.10(2).pdf)
- **May 13, 2010 Memo:** New Procedures for Coding Payroll - Addendum to April 26, 2010 Memo re: BP Oil Rig Explosion
http://doa.louisiana.gov/doa/Oil_Spill_Memos/Commissioner's_Oil_Spill_Memo_-_05.13.10.pdf
- **May 21, 2010 Memo:** Deepwater Horizon Event - Coding of Expenditures Required for Reimbursement
http://doa.louisiana.gov/doa/Oil_Spill_Memos/Commissioner's_Oil_Spill_Memo_-_05.21.10.pdf
- **May 29, 2010 Memo:** Deepwater Horizon Event - Expenditures
http://doa.louisiana.gov/doa/Oil_Spill_Memos/Commissioner's_Oil_Spill_Memo_-_05.29.10.pdf

Along with the guidance provided in this memo regarding maintaining detail documentation for all activities related to oil spill costs and claims, please continue to follow the guidance included in the previously issued memos.

Department and agency heads should disseminate this and all future communications from the DOA to all business and administrative functional units (i.e., human resources, payroll, budget, accounting, etc.) within their agencies.

Thank you for your cooperation.

Sincerely,



Paul W. Rainwater

PWR:MAB:MVG:ef