

**Effective July 24, 2024**

**CHIEF FINANCIAL OFFICER MEMORANDUM NO. 03**

**SUBJECT: CONTRACT SUMMARY FORM**

The purpose of this memorandum is to update and clarify the use of the Florida Accountability Contract Tracking System (FACTS) Contract Summary Form (CSF) requirements and is authorized by section 215.422 (1), Florida Statutes. This form is to be used for all payments for services regardless of the appropriation category from which payment is disbursed.

**FLAIR PAYMENTS**

For all contracts and grant agreements that are recorded in FACTS and for which payments are processed in the Florida Accounting Information Resource (FLAIR), each agency will utilize the CSF that is found in FACTS. Agency contract and grant managers should print, complete, and sign the FACTS CSF, certifying that services were satisfactorily received. The signed CSF will be sent to the Agency's accounting office and included in the FLAIR payment voucher. Effective October 1, 2024, the Bureau of Auditing (Bureau) will return, to the Agency, any FLAIR payment voucher that does not include a properly completed and signed FACTS CSF.

**MFMP PAYMENTS**

For all contracts, purchase orders (with or without a master agreement) and grant agreements that are recorded in FACTS and for which payments are processed in MyFloridaMarketPlace (MFMP), each agency will utilize the CSF that is found in FACTS. Agency contract and grant managers should print, complete, and sign the FACTS CSF, certifying that services were satisfactorily received. The signed CSF must be attached to each Invoice Reconciliation (IR) in MFMP. Effective October 1, 2024, the Bureau of Auditing (Bureau) will return, to the Agency, any MFMP IR that does not include a properly completed and signed FACTS CSF.

**EXCEPTIONS**

The Bureau has previously determined that the agreements for certain service types (listed below) are exempted from the CSF requirements. However, an acknowledgement of satisfactory receipt and approval of services or a receiving report, as applicable, must be provided.

Utility payments  
Property and Equipment Leases  
Phone Services  
Building Construction  
Commodity purchases

Please contact The Bureau of Auditing at 850-413-5512 if you have questions regarding this memorandum.