



JENNIFER M. GRANHOLM
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF ENERGY, LABOR & ECONOMIC GROWTH
LANSING

STANLEY "SKIP" PRUSS
DIRECTOR

Memorandum

DATE: August 25, 2009

TO: All County Grant Administrators
All County Surveyors/Representatives

FROM: Keith E. Lambert, P.S., Director *KEZ*
Office of Land Survey & Remonumentation

SUBJECT: Eligible Expense Documentation Requirements

Effective September 1, 2009, the attached *Eligible Expense Documentation Requirements* must be followed when requesting payment. The attached document is an update of the current requirements established in conjunction with the 2002 grant year to ensure efficient processing of work progress reports, completion reports and the timely payment of services.

The noticeable change in this document is the requirement that all monumentation/contract surveyors provide itemized invoices when requesting payment for services.

The county is responsible for assuring that all eligible expenses are systematically accounted for before submission of the work progress and completion reports to OLSR. If work progress reports or completion reports are submitted without the required documentation, OLSR will contact the county for the necessary information before a review is commenced.

We recommend utilizing the included *Expenditure Report Form* spreadsheet to assist in determining the progress/completion payment requested. All of the attached documents will be posted on our website for your reference and download. Please forward this documentation to all of your contract surveyors and refer them to our website.

If you have any questions or concerns regarding this correspondence, please contact our office at (517) 241-6321, or e-mail at bccolsr@michigan.gov.

Providing for Michigan's Safety in the Built Environment

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Department of Energy, Labor & Economic Growth
Bureau of Construction Codes
Office of Land Survey & Remonumentation

Eligible Expense Documentation Requirements

The required expenditure documentation for both the work progress and completion reports shall consist of the following. Our office may request additional information when necessary to verify expenditures submitted.

- County Treasurer 245 Account printout or equivalent ledger providing a detailed history of all transactions posted to the Survey and Remonumentation account as required by the State of Michigan, Department of Treasury Letter No. 01-91 dated March 7, 1991, “State Survey and Remonumentation Fees”.

The 245-Account printout must provide a detailed record of all expenditures incurred by county employees for related administrative and/or overhead expenses, including salary and fringe benefits, or a separate salary and fringe benefits report may accompany the 245.

- An itemized invoice for all expenditures posted to the Survey and Remonumentation account from each peer group member, monumentation surveyor, or service contractor, for all supplies and equipment purchases, including a breakdown of any county costs charged to the program.

Invoices shall describe the services provided broken down by work category (Research, Monumentation, Setting of Coordinates, or Control Stations Recovered) and line item for each corner monumented and/or state plane coordinate value established and identify each corner by town and range.

- An explanation for any additional work completed that was not specified in the approved annual work program and any work not completed that was specified in the approved work program.

The County Grant Administrator is responsible for providing clarification of the County Treasurer’s printout or submitting additional narrative if the report does not clearly identify all deposits and expenditures as they relate to the individual line items and work program categories on the work progress or completion reports.

Please use the following legend to identify the line item/work program category expenditures:

PG	=	Peer Group
CSS/R	=	Contractual Survey Services/Corner Research
CSS/M	=	Contractual Survey Services/Corner Monumentation
CSS/SOC	=	Contractual Survey Services/Setting of Coordinates
CSS/REC	=	Contractual Survey Services/Control Station Recoveries

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S/R	=	Supplies and Materials/Corner Research
S/M	=	Supplies and Materials/Corner Monumentation
S/SOC	=	Supplies and Materials/ Setting of Coordinates
S/REC	=	Supplies and Materials/Control Station Recoveries
E/R	=	Equipment/Corner Research
E/M	=	Equipment/Corner Monumentation
E/SOC	=	Equipment/ Setting of Coordinates
E/REC	=	Equipment/Control Station Recoveries
A/M	=	Administration/Corner Monumentation
A/R	=	Administration/Corner Research
A/SOC	=	Administration/Setting of Coordinates
A/REC	=	Administration/Control Station Recoveries

LCRC's:

A copy of the Land Corner Recordation Certificates (LCRC) for each corner monumented during the grant period is required. When filing the completion report, you should submit only those LCRC's not previously submitted with the work progress report, if any.

If a corner is common to more than one township, provide a full-size copy of the LCRC for each township and identify the common corner(s).

If you have any questions or need further information, please contact:

Department of Energy, Labor & Economic Growth

Bureau of Construction Codes

Office of Land Survey & Remonumentation

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