

2017 STORM INTERNAL ORDER LETTER

As Hurricane Irma continues to threaten Florida, some preparation costs may be incurred by certain business units at this time. To accommodate the capturing of costs directly related to storm restoration activities, Internal Orders have been activated and distributed. Please note, that the storm location is not the home location, but the location at which storm work has been performed and activated. **All** costs directly related to storm restoration must be charged to the Storm Internal Order. Following a review of all costs charged to the Storm IOs, Property Accounting will make any required adjustments in accordance with the Florida Public Service Commission storm recoverability rules. Charges determined to be ineligible to be charged to the storm reserve will be reclassified to the Business Unit budget. Accompanying this letter is a list of costs eligible to be charged to the Storm Internal Order, which is intended to provide guidance in the field.

To better convey and facilitate the charging process the following reminders are as follows:

- **Storm Assignments:** All personnel charging the internal order must have a storm assignment in REDI (working flag should be set to Active)
- The procedures for capturing payroll, personnel expenses and contractor time are dependent upon the type of storm site that is activated. **Please see Appendix A for guidance on the procedures for each type of site.**

For assistance or questions in the field, please contact your designated Business Unit Lead/ Analyst at a work site or service center. Alternatively, assistance can be obtained from the following key contacts:

<u>Finance Section Chief</u>	<u>Office Phone</u>	<u>Cell Phone</u>
(Area Command Center)		
Ken Hudson	(561) 304-5222	(772) 321-2627
Bradley Palmer	(561) 904-3754	(412) 867-6003
Tiffany White	(561) 904-3660	(859) 200-5647
Tania Aitken	(561) 904-3757	(305) 975-4711

<u>Other Financial Business Unit Department Contacts:</u>		<u>Office Phone</u>
Payment Processing (SAP)	Jorge Gutierrez	(561) 640-2547
Payroll Processing	Employee Services	(844) 694-4748
Work order number/system issues	Frank Mulholland	(561) 694-3585

Please forward this memo to others only as deemed necessary and appropriate.

Thank you