

**UNITED STATES PROBATION OFFICE
NORTHERN DISTRICT OF FLORIDA**

Invoice Submission Requirements

- Deadline: Invoices and all required supporting documents are due no later than the 10th day of the following month.
- Submission Method: Email password-protected invoices and supporting documents to Kathy Conn at Kathy_Conn@flnp.uscourts.gov.

Authorization to Bill (Prob. 45)

- Referrals for services are made using the Treatment Services Contract Program Plan (Prob. 45).
- A Prob. 45 must be on file in order to bill for services.
- The Prob. 45 must be dated prior to the first date of service.

Invoicing by Contract/BPA

- If your agency provides services under more than one Contract# or BPA#, you must submit separate invoices for each Contract# or BPA#.
- All clients receiving services under the same Contract# or BPA# must be included on one invoice.
- Do not submit separate invoices for individual clients.

Case Designation

- Pretrial cases are designated as Pretrial on the Prob. 45.
- Post-Conviction cases are designated as Post Conviction on the Prob. 45.

Budget Operating Codes (BOC)

The following BOCs must be listed on Part A of the invoice in conjunction with the applicable Contract# or BPA#.

Please ensure you use the correct invoice with the correct BOC.

- BOC 2527 – All Pretrial Clients
- BOC 2526 – Post-Conviction Drug
- BOC 2530 – Post-Conviction Mental Health
- BOC 2548 – Post-Conviction Sex Offender

Points of Contact

General Contract and Invoice POC:

- Kathy Conn – Kathy_Conn@flnp.uscourts.gov

Treatment Services POCs:

- Pensacola & Panama City Divisions:
 - Donna Carson – Donna_Carson@flnp.uscourts.gov
 - Elizabeth Lane – Elizabeth_Lane@flnp.uscourts.gov
- Tallahassee & Gainesville Divisions:
 - Jessica Madden – Jessica_Madden@flnp.uscourts.gov