



Florida Department of Transportation

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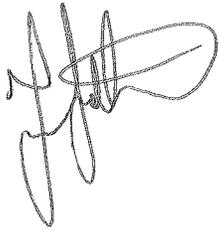
September 9, 2011

TO: District Maintenance Engineers/Administrators
Asset Maintenance Contractors

FROM: Tim Lattner, P.E., Director, Office of Maintenance

COPIES: File

SUBJECT: Billing and Collection of Third Party Reimbursement on Asset
Maintenance Contracts



This notice is being issued to provide further guidance concerning the "Authorization for Asset Maintenance Contractors to Collect Third Party Reimbursement" letter issued by Tim Lattner on January 7, 2009, which can be found at the following site:

[http://www.dot.state.fl.us/statemaintenanceoffice/Third Party Reimbursement E-Mail.pdf](http://www.dot.state.fl.us/statemaintenanceoffice/Third%20Party%20Reimbursement%20E-Mail.pdf)

When pursuing and collecting reimbursement for repair expenses from Third Parties responsible for damaging State property, the prime Asset Maintenance Contractor is the only Contractor that is authorized to bill or collect funds from Third Parties or their insurance representatives. Sub-Contractors may be allowed to process paperwork and files related to reimbursement collection, but may not bill or collect funds from any Third Party.

Please contact Mike Sprayberry in the Office of Maintenance at (850) 410-5637 should you have any questions.