

PROCEDURE FOR ICE TRANSPORTATION FUNDS

- 1 A daily report is maintained of all INS Detainees being Transported by our Transportation Deputies:
 - Detainee Name
 - ID Number
 - Total time taken to transport
 - Location being transported to and from
 - Total Mileage
- 2 These reports are logged into a spreadsheet to total the hours of each Deputy as well as mileage used.
- 3 Once this is completed for the month, all documents and spreadsheet are sent to (Donald Granahan COR/ Program Analyst, 1000 District Avenue, Burlington, MA 01803, Office: 781-359-7530, Cell: 781-552-6414, Email: Donald.granahan@ice.dhs.gov) for approval to **OK**
TO SUBMIT FOR PAYMENT
- 4 Once we receive notification from Donald Granahan COR/Program Analyst, we then attach a Cover Sheet to the invoice (spreadsheet along with all daily reports/documents) and submit for payment and contain the following information:
 - Federal Tax ID#
 - Contract #
 - Bank Name
 - Bank Account Number
 - Invoice Type
 - Facility
 - Period Covered
 - Invoice Amount
 - Invoice Number
 - Date submitted
 - Contact Information
- 5 Entire Invoice gets scanned into computer and emailed in PDF format to Invoice.Consolidation@ice.dhs.gov

PROCEDURE FOR OCCUPANCY FUNDS

- 1 At the end of each month a report is pulled from the Inmate Tracking System to see how many ICE Detainees have been housed here at the Bristol County Sheriff's Office. The report generated will show the following information:
 - Detainee Name
 - Alien#
 - Total Days housed
 - Date from
 - Date to
 - Daily Rate
 - It will calculate the daily by days and give the amount to charge
- 2 Once this is completed for the month, the spreadsheet is sent to (Donald Granahan COR/Program Analyst, 1000 District Avenue, Burlington, MA 01803, Office: 781-359-7530, Cell: 781-552-6414, Email: Donald.granahan@ice.dhs.gov) for approval to **OK TO SUBMIT FOR PAYMENT**
- 3 Once we receive notification from Donald Granahan COR/Program Analyst, we then attach a Cover Sheet to the invoice (spreadsheet) and submit for payment and contain the following information:
 - Federal Tax ID#
 - Contract #
 - Bank Name
 - Bank Account Number
 - Invoice Type
 - Facility
 - Period Covered
 - Invoice Amount
 - Invoice Number
 - Date submitted
 - Prisoner Days
 - Daily Rate
 - Contact Information
- 4 Entire Invoice gets scanned into computer and emailed in PDF format to Invoice.Consolidation@ice.dhs.gov