



DOMESTIC MARIJUANA ERADICATION PROGRAM 2012 DME DISBURSEMENT REQUEST



AGENCY NAME: _____

Date of DME Eradication: _____ **Case Number Assigned:** _____

Number of Plants Eradicated: _____ **Total Expenditures: \$** _____

Disbursement Requested: \$ _____

(Based on DME Disbursement Matrix)

DISBURSEMENT UTILIZATION INFORMATION

Please be advised, new accounting requirements implemented by DEA require that DME Disbursement Funds **MUST** be utilized in the one or more of the following categories:

Category	*Projected Amount to be Expended	Category	*Projected Amount to be Expended
Aircraft	\$	Overtime	\$
Clothing and Protective Gear	\$	Supplies/Materials	\$
Container/Space Rental	\$	Training	\$
Equipment**	\$	Travel/Per Diem	\$
Misc. Commercial Contracts	\$	Vehicle Rental	\$

REQUESTS FOR DISBURSEMENTS MUST BE FILED WITHIN 60 DAYS OF THE LAST DATE OF THE INVESTIGATION. REIMBURSEMENT IS SUBJECT TO AVAILABILITY OF FUNDING AND ALL REQUESTS MAY NOT BE HONORED.

IN ORDER TO BE ELIGIBLE FOR DISBURSEMENTS FOR AIRCRAFT EXPENSES, THE AIRCRAFT SUPPORT INFORMATION FORM MUST BE ON FILE WITH OALE, OALE MUST HAVE RECEIVED PRIOR NOTIFICATION OF THE AERIAL MISSION AND DISBURSEMENT REQUESTS MUST BE FILED WITH OALE WITHIN 10 DAYS AFTER THE LAST DATE OF THE MISSION.

Aircraft Hours Used (if applicable): _____ Requested for Aircraft Disbursement: \$ _____

AUTHORIZED SIGNATURE / CERTIFICATION OF DISBURSEMENT REQUEST:

I CERTIFY THE ABOVE INFORMATION/REQUEST TO BE COMPLETE AND ACCURATE. ALL SUPPORTING DOCUMENTATION WILL BE MAINTAINED IN ACCORDANCE WITH FLORIDA STATUTE 119.041 AND AVAILABLE FOR REVIEW BY THE OFFICE OF AGRICULTURAL LAW ENFORCEMENT (OALE) OR THE DRUG ENFORCEMENT ADMINISTRATION (DEA). I CERTIFY ANY DISBURSEMENT FUNDS RECEIVED WILL BE UTILIZED IN ACCORDANCE WITH DEA'S APPROVED CATEGORIES, AS DETAILED ABOVE.

AGENCY ADDRESS: _____

AGENCY FEDERAL I.D. NUMBER: _____

PRINT NAME: _____

SIGNATURE: _____

DATE: _____ **TELEPHONE NUMBER/EMAIL:** _____

DME MISSION NUMBER: _____

PLEASE SUBMIT INFORMATION TO:
OFFICE OF AGRICULTURAL LAW ENFORCEMENT
FAX: 850-245-1330; Email: Judith.Ivester@FreshFromFlorida.com



DOMESTIC MARIJUANA ERADICATION PROGRAM 2012 DME DISBURSEMENT REQUEST INSTRUCTIONS



Please be advised the DEA is requiring all agencies participating in Florida's Domestic Marijuana Eradication (DME) Program to report specific information related to marijuana eradication expenditures. In order to comply with this requirement, the Office of Agricultural Law Enforcement (OALE) has revised the DME Disbursement Request (previous referred to as the DME Reimbursement Request for DME Investigations form) in order to collect this specific information. Local law enforcement agencies are required to submit all DME Disbursement Requests on this new one (1) page form. OALE will collate and report this information to DEA. The instructions for completing this form are as follows:

- Agency Name:** Your agency name.
- Date of DME Eradication:** Date the marijuana eradication occurred.
- Case Number Assigned:** Your agency assigned case number
- Total Expenditures:** Amount your agency expended in conducting this marijuana eradication.
- Disbursement Requested:** Amount of funding requested for this investigation. This amount is determined by the amount of plants eradicated according to the DME Reimbursement Matrix.

DISBURSEMENT UTILIZATION INFORMATION

Please be advised, new accounting requirements implemented by DEA require that DME Disbursement funds **MUST** be utilized in one or more of the indicated categories. The categories for allowable expenditures have changed from 2011. PE/PI is no longer an allowable category for DME expenditure.

Category

Aircraft: Rental of aircraft (for other than travel status), fuel and lubricants

Clothing & Protective Gear: Charges for uniforms worn on official duty, protective clothing such as safety glasses, masks, ballistic vests, helmets, steel toe footwear, gloves, flamer retardant outerwear, holsters, pouches and fire extinguishers.

Container/Space Rental: Charges for renting of a building, and charges for use of land and structures owned by another entity. Includes rentals such as office space, residences, garage space, warehouse space, conference space, boat slips, firing ranges, and storage space (as distinct from storage services).

Equipment: Non-capitalized (under \$25,000) investigative equipment that does not fall under firearms or technical equipment. Equipment purchases should not exceed 10% of the annual total of disbursed funds. Any exemptions require DEA approval. Please contact Special Agent Mark Byler, Florida DCE/SP Coordinator (850-350-7311) for additional information.

Miscellaneous Commercial Contracts: Charges for commercial contracts that do not fall within the regular category (i.e. financial statement audit services, legal services, FSIMA).

Overtime: Payments for overtime or other expenses incurred by officers in support of marijuana eradication operations.

Supplies/Materials: Items ordinarily consumed or expended within one year after they are put into use; office supplies, publications (pamphlets, brochures), information technology supplies (manuals, data storage media, and toner cartridges for printers or fax machines); chemicals, surgical and medical supplies; provisions such as food and beverage; cleaning supplies, ammunition and explosives, materials and parts used in the construction, repair or production of supplies, equipment, machinery, etc.

Training: Courses that pertain directly to the marijuana eradication responsibilities of employees and help them improve their performance.

Travel/Per Diem: Travel during temporary duty.

Vehicle Rental: Charges for rentals of motor vehicle by employees, other than in travel status, to include automobiles, motorcycles, vans, trucks, etc.

Project Amount to be Expended

Please list the amount you expect to use in one or more expenditure categories. The amount(s) must total the amount of disbursement requested (according to the DME Disbursement Matrix). For instance, if your agency is requesting \$500, then the amount(s) indicated for the category(ies) should total \$500.

Expenditure authorizations are as follows:

Expendable Items:

\$1 - \$300	No approval required
\$300 - \$1,999	DCE/SP Coordinator approval required
\$2000 +	DCE/SP Coordinator/DEA Headquarters approval required

Non-Expendable Items:

\$1 - \$500	No approval required
\$500 - \$1,999	DCE/SP Coordinator approval required
\$2000 +	DCE/SP Coordinator/DEA Headquarters approval required

Contact Information:

Special Agent Mark Byler, Florida DCE/SP Coordinator 850-350-7311
John.M.Byler@usdoj.gov

Judith Ivester, OALE DME Program Coordinator 850-245-1326
Judith.Ivester@FreshFromFlorida.com