

OFFICE OF STATE PARKS
DEPARTMENT OF CULTURE, RECREATION AND TOURISM

INTRAAGENCY CORRESPONDENCE

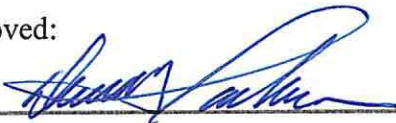
FIELD MEMORANDUM #2015-001

TO: OSP Employees
FROM: Dianne Mouton-Allen
Deputy Assistant Secretary
RE: **Scheduled Site Visits**
DATE: April 17, 2015

The Office of Interpretive Services/Administrative Office will handle all requests for scheduled visits to unstaffed sites. The following procedures have been implemented and are effective immediately:

1. Refer the customer to the AO/Office of Interpretive Services if the request is received at other locations
2. Upon receipt of request and in consult with the customer, an invoice will be prepared according to group size. The Invoice Number is the year of the tour followed by a dash and the consecutive number of the tour to be conducted (for any site) thus far that year.
3. The invoice will be reviewed and, if all is in order, signature approval will be granted and an OSP Tour Guide will be assigned
4. The OSP Tour Guide will contact the customer to provide details and arrange the tour
5. At tour completion, or at the time adjustments are deemed necessary, the OSP Tour Guide will provide the approved invoice for customer review, signature, and payment.
6. The OSP Tour Guide will then verify the amount and accept payment. If adjustments must be made, the OSP Tour Guide will cross through the invoice amount, enter the appropriate total, and initial the change.
7. The payment, along with a copy of the invoice, will be hand delivered to the OSP Reservation Center for recordation and deposit. A receipt will be obtained from the Reservation Center for the data entry.
8. The Reservation Center receipt will be stapled to a file copy of the completed invoice and filed for auditing purposes.
9. The original of the invoice and receipt will be forwarded to the OSP Business Office.

Approved:



Dwight Landreneau, Assistant Secretary



State of Louisiana

JAY DARDENNE
LIEUTENANT GOVERNOR

OFFICE OF THE LIEUTENANT GOVERNOR
DEPARTMENT OF CULTURE, RECREATION & TOURISM
OFFICE OF STATE PARKS

CHARLES R. DAVIS
DEPUTY SECRETARY

DWIGHT LANDRENEAU
ASSISTANT SECRETARY

Louisiana Office of State Parks
c/o Raymond Berthelot
Chief of Interpretive Services
P.O. Box 44426
Baton Rouge, LA 70804-4426
Telephone: 225-342-8128
Email: rberthelot@crt.la.gov

Invoice # 2015-01

Date: _____

To:

Site Visitor
Group Representative
Knowledgeable College
150 College Campus Rd.
Denver, CO 63435
Telephone: 720-555-1234
Email: interested@smart.edu

For:

Guided tour of Fort Pike State Historic Site on May 8,
2015 for French Colonialism and Early New Orleans
class

Cost:

1-10 Participants will be a flat rate of \$46.00. Additional participants will be \$4.00 per person.

Total Number of Participants	Cost	Total
15	1 - 10 Participants	\$46.00
	5 x \$4.00	\$20.00
	Total amount <u>due upon receipt</u>	\$66.00

Please make all checks payable to: *Louisiana Office of State Parks*

X _____ X _____
Group Representative Date OSP Tour Guide Date

Approval Signature _____
Assistant Secretary / Deputy Assistant Secretary

Thank you for your support of Louisiana State Parks