

# Payment Request Guide

Revised 3/21/17

## ❖ Comptroller's

- All documents must be single sided sheets. (Scanner will not accept double sided sheets)
- Pay request is submitted within 45 calendar days of work being performed.

*INVOICES: The CONSULTANT will submit monthly payment requests promptly and no later than 45 calendar days after each monthly billing cycle. Invoices are to reflect charges as they apply to the appropriate contract, project, and account number, and must be properly certified and executed by an official legally authorized to bind the firm. The invoice must be substantiated with appropriate supporting documentation such as time sheets, labor reports, or cost accounting system print-out of employee time, receipts for direct expenses, and Subconsultant invoices and supporting documentation that is reviewed and approved by the DEPARTMENT'S Project Manager and subject to final approval by the DEPARTMENT'S Comptroller's Office.*

**If invoice is late being submitted, a reason for the lateness must be stated on the Payment Request Authorization.**

- Legible signature by person submitting  
(If we can't read it, we don't know who to contact for errors/questions.)
- Pay request is signed by Consultant and UDOT PM.  
(Will be returned unpaid if one signature is missing.)
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## ❖ Payment Request Form (<http://www.udot.utah.gov/go/csforms>)

- Pay Request Number (incorrect numbering issues cause delay in payment)
- Contract Number required (will cause payment to go to wrong vendor)
- Project Number must match contract
- Fee Type must be noted (will cause delay in payment if not correct)
- PIN required (for project verification)
- Project Description must match contract (will cause delay in payment)
- Consultant Name (must match invoice)
- % Billed must be filled out (must be correct or will cause delay in payment)
- Estimated cost must match contract
- Current amount due must match invoice (will cause delay in payment)
- Line item Subconsultants (will be returned for correction & cause delay in payment)
- Line item Direct Expenses (will be returned for correction & cause delay in payment)
- Consultant name and signature (will be returned & cause delay in payment)
- UDOT PM name and signature (will be returned & cause delay in payment)

## ❖ Invoice

- Company Name
- Remit to Address (payment may go to wrong address)
- Contract Number
- Invoice Number
- Project Number
- Current Invoice Amount  
(Will be returned & cause delay in payment if it doesn't match pay request)
- Time period covered (Must show date work began for the billing cycle)
- Employee Names and Rates of Pay must be shown
- Line item direct reimbursable expenses
- No mathematical errors
- Line Item Overhead rate
- Line Item Fixed Fee
- Line Item Subconsultant costs

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## ❖ Backup Documentation

- Subconsultant Invoices
- Direct Expense receipts
- Labor Reports

### Need all of the above plus the following:

## ❖ Final

- Must be marked Final
- Must have Final Evaluation or notation it is in Interchange
- To ensure an encumbrance is released you **must have both** Final Evaluation and Payment Request mark final

## ❖ Unit Price

- QA/QC Stamp showing it was price checked
- Employee Names and Rate of Pay must be shown

## ❖ Work Task Order

- Contract Number
- Coding
- Work Task Order # and Pay Request #
- Start Date
- Project Number
- Current Month due must match invoice
- Consultant signature
- UDOT PM Signature

## ❖ YEAR END

- *ALL charges, whether Consultant or Sub-Consultant work, performed through end of business on June 30<sup>th</sup>, **MUST BE BILLED TO UDOT ON THEIR JUNE INVOICE**, and submitted to the PM/Gatekeeper by **July 15<sup>th</sup>**. The PM/Gatekeeper **MUST SUBMIT the pay request and all documentation to the Comptroller's Office by July 30<sup>th</sup>**. If this deadline cannot be met, an estimate of expenses through June 30<sup>th</sup> must be submitted to the PM/Gatekeeper by July 15<sup>th</sup> and **immediately** forwarded to the Comptroller's Office, so accounting can make the appropriate year-end entry.*

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## ❖ Consultant Services

### ❖ Please VERIFY Deliverables and Level of Effort:

- Received appropriate deliverables
- Overall level of effort matches progress report
- Staff levels are appropriate for tasks performed

### ❖ Please VERIFY required documentation is included:

- UDOT Payment Request Form (or WTO Payment Form)
- Progress Report (on UDOT form) - not needed if it is WTO
- Consultant Invoice
  - Time-period covered (beginning and end dates of work)
- Payroll or labor report from consultant's payroll system (shows who worked, hours, rates of pay, and dates of work)
- Additional supporting documentation (if applicable)
  - Sub-consultant invoice(s)
  - Mileage Report
  - Vendor receipts for ODC items

### ❖ Please VERIFY Accuracy of Project Details, Amounts, Dates, Calculations

- Project details are accurate (contract #, pin #, project #, project name, etc.)
- Verify consultant invoice amount matches UDOT Payment Request Form exactly
- Calculations are accurate
- Dates for work performed are within billing period
- Nothing is billed for work prior to NTP (notice to proceed) date
- Nothing is billed for work after contract expiration date
  - For WTO's, it is the expiration date of the contract, not the WTO
- Accumulative total is correct
- Invoice amount doesn't exceed the maximum-not-to-exceed-amount of contract
  - Document any amounts for work exceeding the maximum-not-to-exceed amount on Final Invoice (Auditors may use these amounts to offset potential unallowable expenses found in audit)
- Verify total hours billed on invoice per employee match the # of hours worked on the payroll detail
- Invoice has been signed (including any Local Gov't signatures)
- Sub-consultant invoice(s)
  - Can only bill for sub-consultant if authorized on contract
  - Sub-consultant invoices must also meet all the requirements

### ❖ Please VERIFY Other Direct Costs (ODCs):

- Mileage
  - Mileage log is required showing date of mileage, employee name, # of miles, reason for travel
  - If mileage being charged is for a prior month, include the payroll detail showing the employee worked that date (note on it that it is for mileage verification purposes only)
  - Verify employee charging mileage is on the payroll detail for the date billed
- Receipts are required for all ODC items (do not bill if it is not an authorized ODC item w/o PM approval)
- Regardless of contract rate, you cannot bill a higher amount than you pay for an item

### ❖ Billing fee type must match contract fee type (lump, unit price or cost plus fixed fee):

- Cost plus fixed fee
  - Employee pay rates must be billed at RAW actual rates (or less) with overhead % and fixed fee % billed after
  - Verify billing overhead % and fixed fee % at authorized contract rate
  - Do not exceed maximum fixed fee amount set in contract
  - Rates for ODCs are calculated by, # of units times rate per unit
  - Include separate line items for overhead, fixed fee, and sub-consultant(s)

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- Unit price
    - Cannot bill for employees unless they are on the contract, mod, or listed as alternate staff (alternate staff cannot be billed until the date approved by UDOT)
    - Cannot bill for ODCs not listed on contract
    - Verify pay rates match the contract rate EXACTLY (or less)
    - Verify ODC rates match the contract rate EXACTLY (or less)
    - If it is a WTO (work task order), payment request must be on the WTO Payment Request Form
  - Lump sum
    - Required documentation is limited to:
      - UDOT Payment Request Form
      - Progress Report
      - Consultant Invoice
        - Include % complete for billing period
        - Calculation of % complete times the contract amount equals amount billed
- ❖ **Consultant should add new employees to alternate staff if they are going to bill for them on the contract**