A. OVERVIEW

1. Purpose
To set the standard method followed by the Oregon Department of Transportation (ODOT), Local Agency Liaison (LAL), Local Public Agency (LPA) and vendor personnel for reviewing and processing consultant invoice payments.

2. Determining Use of the Reimbursement (Payment) Process:
The reimbursement process is used only after ODOT and the vendor have a signed contract agreement or Intergovernmental Agreement (IGA).

3. Acronyms / Abbreviations / Definitions:

ATA	Agreement to Agree
EA	Expenditure Account
IGA	Intergovernmental Agreement
LAL	Local Agency Liaison
LPA	Local Public Agency
ODOT	Oregon Department of Transportation
OPO	ODOT Procurement Office
PA	Price Agreement
PM	Project Manager
WOC	Work Order Contract

Records Retention: Using the designated Regional filing system, file and record copies of the Price Agreement (PA), Agreement to Agree (ATA), Intergovernmental Agreement (IGA), Work Order Contract (WOC) and Amendment (A).

- The designated tracking sheet for Region 1 &2 is the Regional Local Agency Tracking sheet.
- The designated tracking sheet for Region 3, 4, & 5 is the Project Tracking sheet.

For the purposes of these procedures,

- The term “Vendor” is used for both Consultant and LPA invoices;

Note! The invoice requirements guide on the ODOT internet tells Consultants and ODOT reviewers what should be on the invoices. Click on ‘Forms’ and then ‘Invoice Requirements Guide’.

B. PROCEDURE FOR PROCESSING CONSULTANT AND LPA INVOICES

Levels of review	STEP / ACTION
First	1. Opens local program mail [Regions 1 & 2] LAL for Region 3, 4 &5 2. Stamp Date on Invoice. 3. Enter Invoice information into the designated regional tracking system. 4. Confirm that the invoice rates submitted match the contract (WOC) and/or IGA for: • Consultant direct and non-direct labor costs • Sub-consultant direct and non-direct labor costs • ODOT or Federal Cognizant Agency approved LPA indirect cost rates - see Local Government Indirect Cost Allocation Plans • Timeframe of service work performed and that the work is within the limits of the phase • Any other miscellaneous charges for eligibility • Percentage of payment to be made; based on FHWA guidelines • Expiration dates of WOC or IGA as applicable • WOC is referenced and checked. 5. Review all attachments, receipts and back-up documents included with invoice for accuracy, are for the correct project and include the correct WOC or IGA number; • If any discrepancies or errors are found on the invoice, contact the vendor for needed documentation and an amended invoice if necessary; follow up with the firm until issues are resolved. • If any discrepancies or errors are found on the master Escalated Salary Rate (ESR) or Negotiated Billing Rate (NBR) schedules, contact the ODOT Procurement Office (OPO) for rate validation and correction 6. Enter any corrected or amended invoice information into the designated regional tracking sheet 7. Print designated tracking sheet and attach to invoice 8. Stamp coding block on invoice (Region 1 &2) (refer to Financial Services standard procedure) [insert hyperlink] or complete an ODOT Grant Agreement for TEAMS billing and attach to invoice (Region 3, 4 & 5)

Levels of review	STEP / ACTION
Second	9. If it is a consultant invoice, the consultant should send a copy of the invoice to the LPA PM and Regional ODOT staff. The LPA PM approval is required. If the regional program staff or LAL has not received it, they will send an email or fax requesting review and signed approval of the invoice. This creates buy in and accountability at the local level. 10. After LPA PM reviews, approvals and signs consultant invoice, the invoice is sent to the regional program assistant in region 1 &2 or LAL in Region 3, 4 &5. 11. Regional program assistance (region 1&2) or LAL (region 3, 4, 5) completes the coding block information (region 1&2) or the Grant agreement information (region 3,4,5). 12. Handwrite in coding block: (Region 3, 4 &5 will use Grant Agreement in lieu of coding block) • Vendor number, confirm vendor number is valid by using Financial Services TEAMS Coding Tool • Expenditure Account Number (EA #), confirm EA # and subjob # are valid by using Financial Services TEAMS Coding Tool • The confirmed dollar amount to pay, and • "Recommended by _____" [insert Program Assistant's or LAL's name], and date. 13. Update designated regional tracking sheet if required. 14. Region 1 & 2 regional program assistant forwards Invoice and supporting documentation to LAL for complete review and signature.
Third	15. The LAL • Conducts complete review of Invoice and supporting documentation, • Confirms percentage of work accomplished is accurate and on time, • Reviews work progress per the WOC, • Addresses any issues or concerns, • Notes WOC and/or IGA expiration date; extend dates if necessary, • Handwrites in coding block: • "Recommended by _____" [insert LAL's name], and date • Region 1 &2 LAL returns Invoice to regional Program Assistant 16. Regional Program Assistant in Region 1 &2 or LAL in regions 3, 4 & 5 updates designated regional tracking sheet for complete review and signature

Levels of review	STEP / ACTION
Fourth	17. Invoice and documents are forwarded to designated manager for management approval. • Region 1 & 2 forwards to regional manager • Region 3 forwards to area manager • Region 4 Local program manager • Region 5 sends to area manager 18. Following signature of designated manager, the invoice is sent to office coordinator for inputting information into TEAMS. 19. Office coordinator enters the information into the TEAMS payment system. NOTE: It takes the TEAMS financial system 24 hours before the Financial Services Central Authorization (FSCA) Unit in Salem can issue an electronic report if any errors occurred in the transactions. If there is an error, make necessary corrections in the system.
Fifth	20. Office coordinator makes a copy of the invoice package and any necessary supporting documents for the LAL, and then forwards the original hard-copy invoice and necessary supporting documents, to Financial Services in Salem via Shuttle. 21. Once Financial Services in Salem receives the original invoice, they review the original paperwork. Upon final authorization, a check is issued.