

PAYMENT REPORTING

Contractors:

Completing Payment Reporting is a contractual obligation.

All payments to subcontractors must be reported in the LPA DBE System by the ***last day of each month.*** If no payments were made, a payment of \$0 must be entered.

Avoid sanctions; report on time.

Failure to report will result in remedies as deemed appropriate which may include liquidated damages from the monies due to the contractor.

Everyone in Compliance - No Sanctions!

Subcontractors:

Verification of all payments must be completed within 15 days of receipt of email notification.

Verification Steps:

- Acknowledge through email notification
- Indicate if payment is correct/not correct
- Enter payment date
- Indicate if payment was received within seven days of date identified
- Indicate if payment is final
- Provide Comments (optional)



DBE Video Tutorial:
DBE Compliance
Requirements

ADOT



PROMPT PAYMENT

Prompt Payment & Payment Reporting Requirements

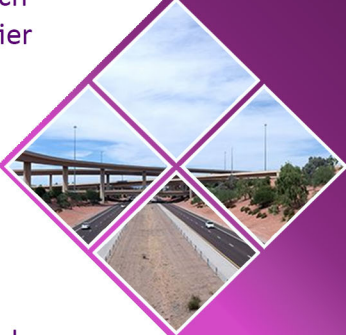
ADOT



Prompt Pay Requirements:

Partial Payments:

The contractor and each subcontractor of any tier shall make prompt partial payments to its subcontractors within **seven days** of receipt of payment.



Final Payments:

The contractor and each subcontractor of any tier shall pay all monies, including retention (if applicable), due to its subcontractor within **seven days** of receipt of payment.



- All forms of contractual agreements, e.g. trucking leases, task orders, etc., are covered by the prompt payment requirement
- The contractor shall ensure that a copy of the prompt payment requirement is included in every reportable contract of every tier
- Sanctions are imposed for non-compliance

Everyone in Compliance - No Sanctions!



DBE Video Tutorial: DBE Compliance Requirements