

Financial Management Procedures

Agency Documents Reviewed By ADOT LPA Section

- Financial Management Procedures

Submit to ADOT LPA Section before April 30, 2019

Assessment Questions

Question	Y/N	Document, Page, Paragraph
Do the Financial Management Procedures:		
Identify the financial management system used?		
Require federal authorization before eligible costs can be incurred?		
Address progress payments to contractors?		
Require adequate source documentation to support progress payments (i.e., contractor/vendor invoices, time sheets, expense vouchers, materials records, certifications)?		
Identify the approval process before making payments to the contractor?		
Identify a process for avoiding duplicate payments?		
Comply with the Arizona Prompt Payment Act?		
Identify standards for determining whether costs are allowable for federal reimbursement?		
Describe the process for seeking federal reimbursement through ADOT?		
Include a quarterly reimbursement billing process?		
Include a process for communicating project extensions (i.e. rebid, construction delays, delays in advertising for design, etc.) to ADOT?		

Agency – Prepared by:	
Signature	
Printed Name	
Title	
Date	

ADOT – Reviewed by:	
Signature	
Printed Name	
Title	
Date	