

# Final Voucher

Presented by:  
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# Final Voucher in FMS/PPF



## Responsibilities

Resource Administration attends PRB meetings, submits authorization and modification requests to FHWA, loads and monitors project budgets, monitors and updates Project End Dates, monitors inactive projects, monitors subprogram balances and marks phases as completed “C Status”

Project Accounting assigns ADOT and Fed Aid Project Numbers in Project Master, updates PM Names in Project Master, AFIS project setup, monitoring and reporting, ICAP and payroll reject resolution, Project Dashboard Training and other accounting oversight throughout the lifecycle of an ADOT project

Final Voucher does the final reconciliation, including financial entries (AFIS and FMIS), related documentation, polices, regulations, etc. (the responsibilities will be explained in this presentation)

# FINAL VOUCHER TEAM

Patrycja Kozaczka – PPF Accounting Administrator

Sophia Kreuzt – Final Voucher Manager

**Araceli Saucedo**

**Dante Lohavanijaya**

**Dilyara Underhill**

**Hope Hanson**

**Justin Martens**

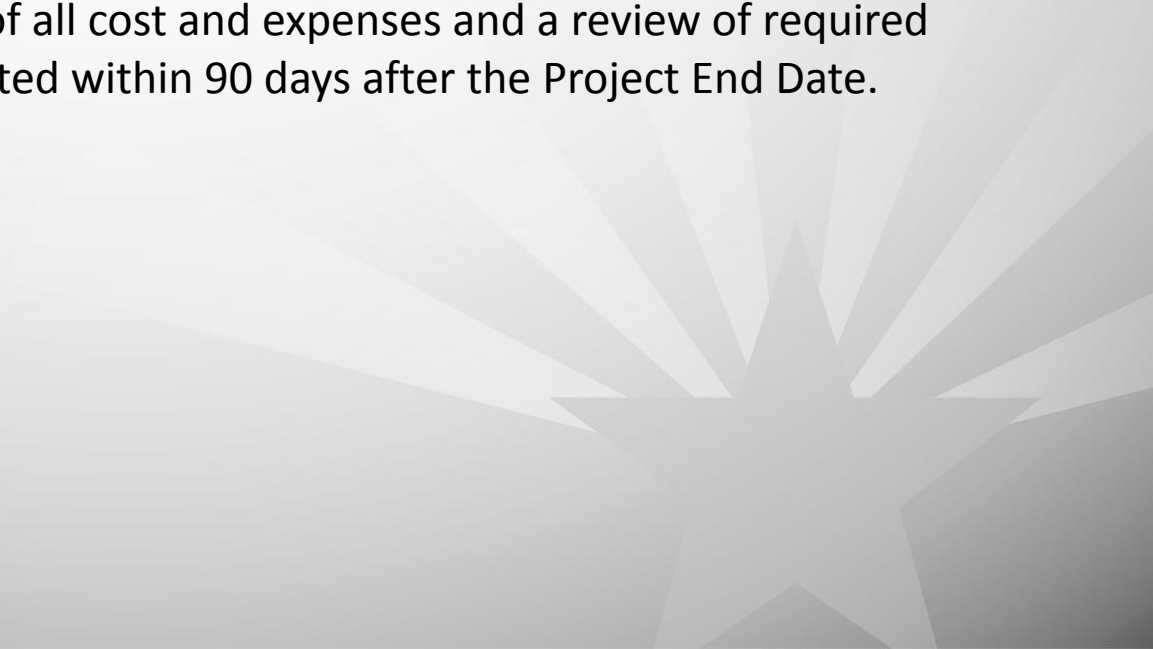
**Phuong Nguyen**

**Sarah Fargas-Cuento**

**Tanner Brichacek**

# What is a “Final Voucher”?

A financial reconciliation of all cost and expenses and a review of required documentation completed within 90 days after the Project End Date.



# Why do we have to Final Voucher a project?

By law, every awarding agency has to close out (submit a Final Voucher) the Federal Award when all applicable administrative actions and all required work have been completed.

2 CFR 200.344 Closeout

Project closeout is important because it facilitates sound internal and funds control. It provides FHWA reasonable assurance that the recipient has timely met Federal requirements for the project and charges to the Federal government are accurate and timely. Not doing so leaves the potential for ineligible or unauthorized costs to be billed to projects, and Federal requirements to go unmet and unnoticed.

[https://www.fhwa.dot.gov/cfo/projfundsmgt\\_qa.cfm](https://www.fhwa.dot.gov/cfo/projfundsmgt_qa.cfm)

# When should a project be submitted for Final Voucher?

- All work is completed including post construction activities and concurrency is given by all technical groups involved
- All final bills must be paid
- All payroll has been processed and paid
- All encumbrances must be released
- All required documents must be provided or are available for download

Joint Project Agreements (JPA) Record Drawings  
Supplemental Agreements Final Balance Report (*Approved*)  
Project Related Vendor Invoices Final Acceptance Package  
Material Closeout Memo

*\*\*If a request does not meet the criteria, it will be rejected and has to be resubmitted.*

# Who should submit projects to Final Voucher?

Projects on ADOT's right of way "H" and "F" projects: Field Reports  
CA Agency & Local Projects "S" and "T" projects: Project Manager  
Planning, Study, Research, etc.: Various as MPD, BECO, ECD, etc.

All ADOT administered projects with construction phases will be submitted by Field Reports. Please contact Field reports if you want to submit a construction project to ensure it is complete and ready for submission.


For Planning, Study, Research or Miscellaneous projects the group or individual that requested the funding is responsible for the closeout as well.

# How to submit projects to Final Voucher?

- Closeout requests need to be submitted through the Final Voucher Request Form ([FV Closeout Request](#))
- Minimum/required fields need to be filled
  - ADOT Project #
  - If federally funded Fed Aid # is required
  - Submitted by
  - Backup documentation as Final Acceptance or Closeout Letter and other supporting documents
- The submitting person will receive a confirmation via email for the submission
- After the project information have been validated, sent out for agency wide review the submitter will receive a notification for the acceptance or rejection with the reason why the project cannot be accepted



# Final Voucher Request Sample



Financial Management Services

## Final Voucher Request Form

**Project Number \***  
 For construction projects please use the Major Program (5 digits), for planning, scoping and other projects that don't have multiple program levels please use the Program and Phase (8 digits)

**Fed Aid**

**Federal Aid Number**  
 Please don't use symbols

**HURF Exchange Project**

**Project Type**  
 Closeout on Major Program or Program Phase Level

Major Program  
 Program Phase

**Submitted By \***  
 Please select your own name

**Let's go into detail**



# What to check before submitting a project?

- What type of project is it? What documents are needed?
- Is the Final Acceptance Letter/ Final Closeout Letter available or attached?
- Are all other required documents either available for download or attached?
- Are all encumbrances released? (Check AFIS or the Project Dashboard)
- For all local projects, the non federal local participation needs to be documented, is this documentation included?
- Are all project related invoices available for review?

# Project Dashboard

ADOT Data Warehouse - Home

adotdw/

ADOT ADOT Data Warehouse Home

Type to search... [Advanced](#)

BECE Reports	2
Envoy Reports	2
Finance Reports	5
HRIS Reports	8
IAMDB	1
IDO Project Change Order	1
ITG Reports	3
mCarrier Reports	1
Pen / FAST Reports	5
<b>Project Dashboard</b>	<b>3</b>

Welcome to the ADOT Data Warehouse

Please select a report from the left to begin.

# Project Dashboard – Phase Information

Project Summary
Project Detail
Fund Type
Final Voucher

Last Updated From AFIS Extract On: Mar 15 2022 9:03AM

Select Detail View

Budget Detail

Search

H7696

Program Phase Code

(All)

ProgramPhase Status Code

(All)

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## Budget Detail

Unit Code (Only applicable to Encumbrance detail)

Project Manager	Major Program Code	Major Program Name	Program Code	Program Phase Code	ProgramPhase Status Code	Project End Date	Total Available Budget	Total Current Budget	Total Encumbered
TROY SIEGLITZ (C9155)	H7696	I-10 / SR 87 TI	H7696CA	X	O	12/31/2032	\$1,167,280	\$9,324,481	\$0
			H7696K1	D	C	12/31/2032	\$0	\$34,944	\$0
				R	C	12/31/2032	\$0	\$0	\$0
			H7696P1	U	C	12/31/2032	\$0	\$45,032	\$0
			H7696S1	D	C	12/31/2032	\$0	\$479,638	\$0
				R	C	12/31/2032	\$0	\$72,499	\$0
			H769601	C	O	12/31/2032	\$5,084,979	\$72,660,260	\$46,688
				R	O	12/31/2032	\$30,162	\$1,683,553	\$0
				U	O	12/31/2032	\$640,408	\$2,010,601	\$0
				X	O	12/31/2032	\$18,567,250	\$27,055,758	\$0
			H769602	C	C	12/31/2032	\$28,678	\$318,839	\$0
				D	C	12/31/2032	\$3,782	\$2,475,020	\$0
				R	C	12/31/2032	\$184,682	\$19,174,231	\$0
			H769603	D	C	12/31/2032	\$4,381	\$564,500	\$0
			Grand Total						\$25,711,602

# Project Dashboard – Encumbrance Details

Encumbrance Detail														
Major Program Code	Major Program Name	Project Manager	Program Phase Code	ProgramPhase Status Code	Unit Code	Unit Name	Activity Code	Document Account Line Number	Document Id	District	Vendor Name	Line Open Amount		
F0004	El Toro Road OP SB 1573 and Short Creek - Fredonia Hwy - Short Creek Bridge	GARY SUN (C9156)	D	O	4980	ENGINEERING CONSULTA.	AR16	4	2017-004.03	SODC	Horrocks Engineers Inc	\$508		
F0008			Kirstin Huston (E0361)	C	O	4310	CONSTRUCTION & MATERIALS	AR26	9	2017-007.03	NRCD	WOOD ENVIRONMENT & INFRASTR	\$20,000	
						4352	FLAGSTAFF A CONSTRUCTION	Null	1	PO0000177208	NRCD	Witwer Mgmt. LLC	\$85	
										PO0000194907	NRCD	Seagate Management Inc	\$282	
										PO0000210741	NRCD	Seagate Management Inc	\$1,504	
F0025	New River - SR 169	DAVID WOSTENB..	C	F	4310	CONSTRUCTION & MATER..	AR26	3	2017-007.18	NRWD	TRISTAR ENGINEERING AND MANA	\$5		
F0031	Tegner St - Wickenburg Ranch Way	Craig Regulski	D	O	4980	ENGINEERING CONSULTANT SECT	AR16	1	2020-007.02	NRWD	AZTEC ENGINEERING GROUP INC	\$32,261		
									3	2017-028.01	NRWD	AECOM TECHNICAL SERVICES INC	\$3,394	
										11	2013-007.01	NRWD	Acquisition Sciences, Ltd.	\$9,928
										18	2014-006.11	NRWD	Michael Baker International, Inc.	\$797
					R	O	4945	RIGHT OF WAY	Null	7	PO0000365650	NRWD	FEDERAL EXPRESS CORP	\$23
							AR22	1	PO0000329155	NRWD	PHOENIX NEWSPAPERS INC	\$203		
									T2021-005-RW	NRWD	APPRAISAL TECHNOLOGY LLC	\$300		
									T2021-006-RW	NRWD	APPRAISAL TECHNOLOGY LLC	\$300		
									T2022-019-RW	NRWD	APPRAISAL TECHNOLOGY LLC	\$4,800		
								4	PO0000250075	NRWD	CONSULTANT ENGINEERING INC	\$7,500		
F0044	NF 151 - NF 223J	KEVIN ROBERTSO..	C	O	4350	NORTHCENTRAL DISTRICT	AR14	1	F004401C	NRCD	Paveco Inc	\$185,852		
F0047	SEDONA CITY LIMITS-BEAR HOWARD DRIVE	KEVIN ROBERTSON (C4358)	C	O	4310	CONSTRUCTION & MATER.	AR26	20	2017-007.16C	NRCD	CONSOR Engineers LLC	\$3,556		
						4350	NORTHCENTRAL DISTRICT	AR15	2	F004701C	NRCD	FANN CONTRACTING INC	\$3,593	
						4977	ENVIRONMENTAL PLANNING GROUP	EP22	1	PO0000343715	NRCD	WOOD ENVIRONMENT & INFRASTR	\$53,269	
								2	PO0000343715	NRCD	WOOD ENVIRONMENT & INFRASTR	\$105,170		

# Final Voucher

- Final Voucher requests are rejected and returned if they do not meet the criteria listed on the previously (see slide 6 “When should a project be submitted for Final Voucher?”).
- The order projects are reconciled in final voucher are based on the acceptance date in Final Voucher (First In First Out), Project End Dates, and other high priorities (i.e. special requests from FHWA).
- For all local construction projects Final Voucher will create a summary after the final reconciliation and provide the balance information to the local partners. If there is an amount due to/due from the local partner, we will wait until it has been refunded/collected before the project will be submitted to FHWA for closeout approval.
- Record Retention begins when **FHWA approves** the Final Voucher for the project. A confirmation letter will be sent to the local partner afterwards including the Retention Start date.

# FV Database

Primary	P Key	Project Type	Federal Aid Number	Current Status	Assigned To	Hold-off	Doubled Project?	Project End Date	Submission Date	FV Rejected Date/Dropped Date	Ready for FV Date
PWG2001P	1664	P Proj	WACS020	Ready for FV				12/31/22	09/08/21		10/08/21
SR191	1665	H Proj	0006171	Ready for FV				12/31/19	09/21/21		10/08/21
H8031	1666	H Proj	070A207	Ready for FV			H7637	12/31/21	09/21/21		10/08/21
T022201X	1667	P Proj	MAG0202	Ready for FV			T022202X	06/30/24	09/21/21		10/08/21
T022202X	1668	P Proj	MAG0202	Ready for FV			T022201X	06/30/24	09/21/21		10/08/21
T022203X	1669	P Proj	NFA	Ready for FV				06/30/24	09/21/21		10/08/21
T022204X	1670	P Proj	NFA	Ready for FV				06/30/24	09/21/21		10/08/21
T029601X	1671	P Proj	CHN0248	Ready for FV				06/30/22	09/21/21		10/08/21



# Final Voucher Process

Final Voucher process and what it includes:

- Pulling data from AFIS, old Advantage and FMIS (FHWA)
- Reconciling budgets and expenditures
- Ensuring all expenditures are being posted in the correct phase and are eligible or ineligible
- ICAP reconciliation
- Invoice reconciliation by phase
- AFIS corrections for findings
- Compiling and converting data for FHWA submission
- Ensuring all required documentation is available and can be included
- Creating a final invoice for local projects
- Closeout Confirmation



# Invoice Reconciliation

<b>Autorization Date</b>	9/8/2016			
<b>Date Range</b>	11/28/2016 - 9/25/2019			
<b>Project End Date</b>	3/31/2023			
<b>Closing Classification</b>	(Multiple Items) ▾			
<b>Program Phase</b>	H884101C ▾			
<b>Row Labels</b>	<b>Posting Amount</b>			
▢ C				
BrightView Landscape Development Inc	2,616,358.43	2,616,358.43	BrightView Landscape Development, Inc.	H884101C
▢ E				
AECOM TECHNICAL SERVICES INC	10,408.49	10,408.49	AECOM Technical Services, Inc.	2014-006.20
CONSULTANT ENGINEERING INC	139,570.15	139,570.15	Consultant Engineering, Inc.	
(blank)	332,899.38	332,899.38	ADOT	
<b>Grand Total</b>	<b>3,099,236.45</b>			

# FHWA Final Voucher Submission

(ORIGINAL)		PROJECT # H8841				
U.S. DEPARTMENT OF TRANSPORTATION FEDERAL HIGHWAY ADMINISTRATION				D.O. VOUCHER NO.		
FINAL VOUCHER FOR PAYMENT UNDER 23 U.S.C. 117				STATE VOUCHER NO.		
				DATE		
				FHWA SCHEDULE NO.		
THE UNITED STATES, DR., TO				PAID BY		
<b>THE STATE TREASURER OF ARIZONA</b>						
ADDRESS						
1700 West Washington Street Capitol Building Room 102 Phoenix, AZ 85007						
STATE			FEDERAL AID PROJECT NO.			
<b>Arizona</b>			<b>999A494</b>			
PROGRAM APPROVED			VOUCHER PERIOD			
			From: <b>10/28/2015</b> To: <b>6/10/2020</b>			
FINANCIAL DATA						
TOTAL ACTUAL COST	TOTAL PARTICIPATING COST	PRO-RATA OF PARTICIPATING COST CLAIMED FROM U.S.	APPN CODE	TOTAL AMOUNT CLAIMED FROM U.S.	LESS PREVIOUS PAYMENTS	NET AMOUNT CLAIMED
1,313,426.22	1,313,426.22	94.30%	ER11 M9VE	1,238,560.92	1,238,560.92	0.00
2,436,747.08	2,436,747.08	94.30%		2,297,852.50	2,297,852.50	0.00
<b>3,750,173.30</b>	<b>3,750,173.30</b>			<b>3,536,413.42</b>	<b>3,536,413.42</b>	<b>0.00</b>
<p><i>The undersigned State highway agency certifies as follows: The above-mentioned project has been completed; the plans, design and construction for said project are in accord with the laws, standards and procedures of this State applicable to projects in this category approved by the Federal Highway Administration or such project exceptions as have been approved by FHWA; and no claim has been presented to or payment made by the United States for which payment is claimed herein.</i></p>						
			SIGN _____ State Highway Agency ORIGINAL <b>Sophia Kreutz</b> DocuSigned by: COPY <b>Sophia Kreutz</b> By _____ Authorized Officer Date _____			

TRACS NUMBER		H8841	FEDERAL PROJECT #			999A494
IMP CODE	ITEM DESCRIPTION		APPN CODE	TOTAL AMOUNT	FEDERAL FUNDS	STATE & OTHER FUNDS
15	<b>PRELIMINARY ENGINEERING</b>					
	AECOM Technical Services, Inc	2014-006.20	M9VE	213,578.00	201,404.05	12,173.95
	Arizona State Parks	JPA 140004104-I	M9VE	73.74	69.54	4.20
	Consultant Engineering, Inc	2015-005.01	M9VE	1,112.88	1,049.45	63.43
	Cornerstone Environmental Consulting, LLC	2016-002	M9VE	85.50	80.63	4.87
	Expert Right of Way Consulting Services, LLC	2014-007	M9VE	3,083.61	2,907.84	175.77
	SWCA, Inc	2016-008	M9VE	2,960.66	2,791.90	168.76
	Tierra Right of Way Service, Ltd	2016-012.03	M9VE	9,550.22	9,005.86	544.36
		ADOT	M9VE	56,368.76	53,155.74	3,213.02
<b>Sub-Total Pre-Design</b>				286,813.37	270,465.01	16,348.36
16	<b>RIGHT OF WAY</b>					
	Tierra Right of Way Services, Ltd	2016-012.03	M9VE	22,210.31	20,944.32	1,265.99
		ADOT	M9VE	4,745.63	4,475.13	270.50
<b>Sub-Total Right-of-Way</b>				26,955.94	25,419.45	1,536.49
6	<b>4R- MAINTENANCE RESTORATION &amp; REHABILITATION (ROADWAY)</b>					
	BrightView Landscape Development, Inc.	H884101C	ER11	925,615.37	872,855.29	52,760.08
			M9VE	1,690,743.06	1,594,370.71	96,372.35
17	<b>CONSTRUCTION ENGINEERING</b>					
	AECOM Technical Services, Inc.	2014-006.20	ER11	5,313.52	5,010.65	302.87
			M9VE	5,094.97	4,804.56	290.41
	Consultant Engineering, Inc	2017-007.05	ER11	97,520.88	91,962.19	5,558.69
		2011-001.01	M9VE	42,049.27	39,652.46	2,396.81
		ADOT	ER11	149,117.49	140,617.79	8,499.70
		M9VE	183,782.44	173,306.84	10,475.60	
44	<b>OTHER</b>					
		ADOT	ER11	135,858.96	128,115.00	7,743.96
			M9VE	201,308.03	189,833.47	11,474.56

# 3rd Party Letter/Recap



Financial Management Services

*An Arizona Management System Agency*

Douglas A. Ducey, Governor  
 John S. Halikowski, Director  
 Kristine Ward, Assistant Director

November 2, 2021

3rd Party Name  
 Address  
 City, Zip

RE: ADOT # Fed Aid #  
 Project Description  
 Agreement #

To Whom it May Concern,

The final reconciliation of the above project has been completed. Below you will find the final payment due to ADOT. Once we receive the payment and the balance is zero we will be able to close this project and a final confirmation letter with record retention start date will be sent upon closeout.

Final cost analysis as follows:

Total Project Cost		\$0.00
Less Federal/Match Funds		<u>\$0.00</u>
3rd Party Name	Total Cost	\$0.00
3rd Party Name	Total Payment	<u>\$0.00</u>
3rd Party Name	Amount Due From	<u><u>\$0.00</u></u>

Please remit payment to attention of Accounts Receivable, Mail Drop 203B, at the address below in the footer of this letter.

In the case that you need any further assistance please contact Accounts Receivable at (602) 712-7534 or by email at [AccountsReceivable@azdot.gov](mailto:AccountsReceivable@azdot.gov).

Sincerely,

# Completion Confirmation



Financial Management Services

*Our True North: Safely Home*

**Douglas A. Ducey**, Governor  
**John S. Halikowski**, Director  
**Kristine Ward**, Assistant Director

Mon. Day, Year

FirstName LastName

Job Title

Company/Agency Name

Address Line 1

City, State ZIP

Subject: ADOT # - Fed Aid #  
Project Description  
Closeout Confirmation

To whom this might concern:

This letter confirms the closeout of the above referenced project XXXXX / XXXXXXXXX.

The Final Voucher for this project has been approved by FHWA. The Record Retention (2 CFR § 200.334) for this project begins on

Month Day, Year.

Sincerely,

# Most Common Issues

- Open Encumbrances
- NFA (Non-Federal Aid) amounts not provided or shown on documentation
- No clear breakout between federal and local share
- Missing documentation
- Incomplete invoices
- Communication
- Phase closure vs. project closeout

# What is coming up?

FV is working on an intranet presence!





# QUESTIONS?



**Contact info: [FVoucher@azdot.gov](mailto:FVoucher@azdot.gov)**