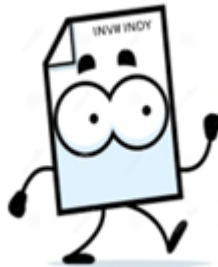


AP Manager – THOMAS KAYE

Tom led and inspired the AP team to submit numerous Innovations for FY24. Tom has [BIG Continuous Improvement](#) plans for the AP teams in FY25! Ask him about them.



- Accounts Payable Manager
 - Tom oversees the incredibly dedicated staff!
 - Ensures timely payment expenditures for ADOT
 - AP Performance Measures
 - Implementation of efficiencies and improvements for the benefit of Arizona through Arizona Management System

CP Supervisor – Natalia Calderon

Natalia has been with the Contracts Payable team since July 2022. She was promoted from the CP Accountant I to supervisor in October 2023.



- Contracts Payable Supervisor
 - Supervise 2 staff members
 - Robert and Sydney
 - Responsible for project payments to contractors, construction, engineering consultants, local governments, railroads, utility, and telecom payments
 - Also responsible for Infrastructure Delivery and Operations Division “Exempt” payments

ACCOUNTANT I – CP LEAD

Robert Whitten

Robert joined Contracts Payable on December 18, 2023. In just a short time, he has made several contributions to improve payment processes and tackle payment issues!



- **Contracts Payable Lead –**
 - Monitor CP inbox and process CP payment requests
 - Research funding availability on encumbrances
 - Index documents for payment and in-kind requests
 - Contractor Estimates
 - ECS
 - Aviation
 - Utilities and Railroad
 - Local Projects
 - MPD
 - MAG & PAG
 - Stipend
 - Approve payments
 - Prepare the in-kind entries

Accounting Specialist I - Sydney Anderson

Sydney started with Contracts Payable on January 8, 2024. She has already made a name for herself and become an asset to the Accounts Payable unit as a whole!



- **Contracts Payable –**
 - Index documents and enter payments:
 - Contractor Estimates
 - ECS
 - Aviation
 - MPD
 - Utilities and Railroads
 - Local projects
 - Back up duties – Index invoices in APP

CONTRACTS PAYABLE

Contractor Cycle

- Begins 1st Wednesday each month (appears on ADOT calendar)
- Contractor Pay 3rd Wednesday each month (appears on ADOT calendar)
- Payments are released 2 days prior to Contractor Pay
- Adjustments are made for Holidays
- **Critical** component is differentiating between Fed/Non-Fed (eligible/ineligible) charges

Summary of Federal Aid Construction					
Accumulated	699,713,333.61	0.00	699,713,333.61	72,337.59	699,785,671.20
Previous	679,511,545.45	0.00	679,511,545.45	72,337.59	679,583,883.04
Current	20,201,788.16	0.00	20,201,788.16	0.00	20,201,788.16
Summary of Non-Federal Aid Construction					
Accumulated	2,534,432.60	0.00	2,534,432.60	0.00	2,534,432.60
Previous	2,339,193.28	0.00	2,339,193.28	0.00	2,339,193.28
Current	195,239.32	0.00	195,239.32	0.00	195,239.32
Grand Total Construction					
Accumulated	702,247,766.21	0.00	702,247,766.21	72,337.59	702,320,103.80
Previous	681,850,738.73	0.00	681,850,738.73	72,337.59	681,923,076.32
Current	20,397,027.48	0.00	20,397,027.48	0.00	20,397,027.48

April 2019						
March	Sun	Mon	Tue	Wed	Thu	Fri
		1	2	3	4	5
				MONTHLY ESTIMATES		
	7	8	9	10	11	12
	14	15	16	17	18	19
		PAYMENTS ARE RELEASED		CONTRACTOR PAY		
						20

CONTRACTS PAYABLE

- **ECS Pay Report Reminders:**
 - ▶ Check for PR accuracy for correct project and phase
 - ▶ Ensure funds are available for project and phase on PR
 - ▶ Per Prompt Pay Legislation ARS 28-411 Consultant Submittal and Payment Requirements, ADOT is required to process payment within 21 days of receipt of invoice
 - ▶ ADOT has 7 days to reject an invoice back to the consultant
 - ▶ ECS payments will be quickly addressed if Payment Reports are sent out of CP Cycle

ENGINEERING CONSULTANTS SECTION					
Payment Report Form - Specific Rates					
Payment Report No.: 8 ✓		Progress <u>X</u> or Final _____		Contract No.: 2017-010.03 ✓	
Contract Description: Temporary Part-Time Project Delivery Manager ✓				Month Ending: 12/31/2017 ✓	
Name of Consultant: Kimley-Horn and Associates, Inc. ✓				Vendor Code: PZ000002344 ✓	
Supplemental Service Employee Name (if applicable): Siva Sivakumar					
Remit to Address: PO Box 79384, City of Industry, CA 91716-9384					
Contract NTP Date: 12/12/2016 ✓		Contract Completion Date: 2/9/2018 ✓		NA % Billed	NA % Completed
PO Line Number	TRACS Number and Description	Total Contract Amount	Previous Accumulative Amount	Current Amount Billing	Total Accumulative Amount
19 ✓	TRACS NO. H8531 01C ✓		\$724.88 ✓	\$0.00 ✓	\$724.88 ✓
20 ✓	TRACS NO. H8931 01D ✓		\$2,899.52 ✓	\$4,530.50 ✓	\$7,430.02 ✓
21 ✓	TRACS NO. SH636 01C ✓		\$724.88 ✓	\$0.00 ✓	\$724.88 ✓
22 ✓	TRACS NO. F0002 01C ✓		\$1,268.54 ✓	\$0.00 ✓	\$1,268.54 ✓

If within the seven days of receipt by the Department, incomplete or incorrect invoices are received, the submitter will be notified in writing of those items that the Department does not approve and/or certify under the terms of the agreement and return invoice to the submitter. The 21-day payment time frame will begin anew upon receipt of the corrected invoice.

- PRs should not have handwritten manual changes/corrections on them per FHWA.
- FHWA requirements must be met to avoid reimbursement delays, rejections, or termination of future funding.
- If you have a question, ask! We are happy to help 😊.

Incorrect

Submission

- This will result in your invoice being rejected by CP

PO Line Number	Description	Total Contract Amount	Previous Accumulative Amount	Current Amount Billing	Total Accumulative Amount
	TRACS NO. H7454 01L		5362331.15	34042.62	5396373.77
	TOTAL ABOVE CATEGORIES	\$6,415,041.09	\$5,662,476.62	\$34,400.01	\$6,699,955.63
	Fixed Fee @ 10.5% of DL & OH	\$385,892.52	\$360,623.69	\$3,553.55	\$364,177.24
	Net Fee Adjustment for PR#69-75		(\$421.42)		(\$421.42)
	Net Fee Adjustment PR#44-73		(\$6,138.78)		(\$6,138.78)
	Contract Rebalance thru PR#74		(\$13,678.00)		(\$13,678.00)
	Project Total H745401L	\$6,800,933.61	\$6,202,861.11	\$36,013.56	\$6,240,874.67
			6262716.84	37636.17	6240353.91
Submitted By SEE PAGE 4 Consultant				Total To Date	-\$6,240,874.67
Approved By SEE PAGE 4 ADOT Project Manager				Total Previous Report	\$6,202,861.11
Approved By Engineering Consultants Section				Current Report	\$36,013.56

Outside services is for the following per CMOB:
Newspaper Ads, Direct Mailer, Public Meeting Venue, Court Reporter, Interpretation, Translation, Delivery.

Meals & Entertainment is not approved expense and was denied.

Correct

Submission

Contract NTP Date: 4/10/2019 ✓		Contract Completion Date: 7/3/2020 ✓		2.91% Billed	2.91% Completed
PO Line Number	Description	Total Contract Amount	Previous Accumulative Amount	Current Amount Billing	Total Accumulative Amount
1 ✓	Original Contract ✓			8624.76	15894.49
	Direct Labor calculation errors	\$ 356,170.16	\$7,269.73	\$6,624.80	\$15,894.63
	Overhead @ 136.85% calculation errors	\$ 487,418.86	\$9,948.82	\$11,803.04	\$21,751.61
	Other Direct Expenses				
	Personal Vehicle Mileage	\$ 2,162.26	\$0.00	\$125.49	\$125.49
	Outside Reproduction	\$ 902.84	\$0.00	\$0.00	\$0.00
	Outside Messenger Service	\$ 236.25	\$0.00	\$0.00	\$0.00
	Vehicle Rental & Rental Fuel	\$ 721.50	\$0.00	\$0.00	\$0.00
	Lodging & Meals	\$ 2,700.00	\$0.00	\$86.34	\$86.34
	Miscellaneous EDR Database, EMC Labs	\$ 371.00	\$0.00	\$11.73	\$11.73
	Total Other Direct Expenses	\$ 7,093.85	\$0.00	\$223.56	\$223.56
	Outside Services			211.83	211.83

not approved, short paid

- Q & A Time
- Contracts Payable - c9@azdot.gov

THANK YOU FOR JOINING US!!

