

PAYMENT REPORTING



Contractors:

Completing payment reporting is a contractual obligation.

All payments to subcontractors must be reported in DOORS or the LPA DBE System by the 15th of each month.

Avoid sanctions - report on time.

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

DOORS



Subcontractors:

Verification of all payments must be completed by the last day of each month.

Verification Steps:

- Acknowledge through email notification
- Indicate if payment is correct/not correct
- Indicate if payment was received within seven days of date identified by contractor
- Indicate if payment is final
- Provide comments (where applicable)

BECO Website



Email Contractor Compliance





PROMPT PAYMENT

All forms of contractual agreements, such as trucking leases, task orders etc., are covered by the prompt payment requirement.

The contractor shall ensure that a copy of the prompt payment requirement (109RET) is included in every reportable contract of every tier.

Sanctions are imposed for non-compliance.

Prompt Payment 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 due to its subcontractor within seven days of receipt of payment.

DOORS



BECO
Website



Email
Contractor
Compliance



**Everyone in
Compliance -
No Sanctions!**

ARIZONA
— DEPARTMENT OF —
TRANSPORTATION