

Payment Report Process Frequently Asked Questions

- 1. What payment report format should be used?**
 - a. The PR format can be found on the ECS website. Please be sure to use the correct TYPE of payment report. Here is a link to a copy of the format. You can download a copy here under Payment Report Forms or request a copy from your ECS Modifications representative. [Payment Report Formats](#)
- 2. How should I document approval from the Task Manager of a project and the Contract Manager?**
 - a. Please see the Project Manager Invoice Approval Standard Work document.
- 3. What if I cannot get in touch with my Task Manager or Contract Manager?**
 - a. Please escalate the matter within the ADOT Technical Group for resolution
- 4. I have all the ADOT Task Manager/Contract Manager approvals, now what?**
 - a. The consultant will send the Payment Report to ECS once they have received all approvals and signatures. Please send all payment reports with all applicable backup to ecspayments@azdot.gov
- 5. What feedback can I provide?**
 - a. Any feedback is greatly appreciated and can be provided to ecspayments@azdot.gov
- 6. What items are reviewed when processing a payment report?**
 - a. Please see the PR Processing Checklist for all items. [PR Processing Checklist](#)
- 7. If I have a Lump Sum by Task Order or a Cost Plus Fixed Fee by Task Order contract that has a zero dollar monthly payment report, do I need to obtain approval of each Task Manager?**
 - a. No, only the consultant has to sign a zero payment report.
- 8. If I have multiple ongoing projects (tasks) on my payment report, but only submitting charges to one project, do I need to obtain approval of each Task Manager?**
 - a. No, you will only need approvals from the Task Manager for which the charges are for that month