

ECS Payment Report Process

1. Consultants shall obtain written or electronic signature approval of all monthly draft payment reports. Also, for each assigned ADOT Task Order Project Manager (applicable to Lump Sum by Task Order and Cost Plus Fixed Fee by Task Order contracts) the consultant will ask for signature and / or initials to approve the billing for that month.
2. Consultants shall then obtain the signature of the assigned ADOT Contract Manager on the final version of the monthly payment report prior to submission to ECS for processing. For contracts that do not have a Task Order Project Manager (Lump Sum, Cost Plus Fixed Fee, Specific Rate contracts), consultants will only need to obtain the written approval of the technical group Project/Contract Manager for the contract.
3. Finally, consultants shall submit an electronic copy of the final version, including all applicable attachments per the terms of the contract (ex. Monthly Progress Report, Post Design Services document, etc.), of the monthly payment report to ECS via email (ecspayments@azdot.gov). This submission of the final version of the monthly payment report to ECS is considered the received date in accordance with ARS 28-411.