

A guide for Contractors/Subcontractors  
on ADOT-administered Projects



# 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**