

CA Invoice Submission SOP

Criteria:	ADOT 2027 Certification Acceptance Manual, Design Reimbursement, page 22, states, The CA must make the initial request for reimbursement within six months (180 calendar days) after the authorization of design funding. Subsequent requests for reimbursement will be made according to the CA Invoice Submission SOP that can be found on ADOT Local Public Agency website.		
	ADOT 2027 Certification Acceptance Manual, Construction Reimbursement, page 37, states, The CA must make the initial request for reimbursement within six months (180 calendar days) after the federal authorization of construction funding. After construction is awarded, a copy of the notice to proceed will be submitted to the Department. Subsequent requests for reimbursement will be made according to the CA Invoice Submission SOP that can be found on ADOT Local Public Agency website.		
Who:	CA personnel involved in invoicing for project reimbursement; ADOT Project Managers (PM) assigned to CAs. Effective July 1, 2026.		Date: 1-Jul-26
			Revision: 4
Invoicing Frequency:	<p>1. The CA must make the initial request for reimbursement within six months (180 calendar days) after the authorization of design funding and/or construction funding.</p> <p>2. Invoices greater than \$10M, must be submitted monthly, no later than the last week of the month. Invoices less than \$10M must be submitted within a 90-day period. The CA must submit invoices to the ADOT PM as one complete package.</p>		
Frequency	Action/steps		Action Details/how to complete the steps
Once	1	Project is awarded to a Contractor (Prime)	CA awards the project to the Prime through the appropriate federal bidding process
Once	2	Submit award recapitulations (award recaps) to ADOT	CA must provide award recaps to the ADOT PM within 30 calendar days of making the award on FAHP projects and any adjustments to project cost estimates. Certification Acceptance Manual, Construction Financials, page 37, states, <i>The CA Agency must provide award recapitulations to the ADOT PM within 30 calendar days of making the award on FAHP projects and any adjustments to project cost estimates, project phase completions, or when a design change is approved, etc. This is to ensure the ADOT PM revises the Federal funds obligated within 90 calendar days , as required by 23 C.F.R. § 630.106(4). For those projects in which the authorized amount exceeds the awarded amount, the project funds will be deobligated down to the authorized amount and those federal-aid funds will be returned to the MPO for reprogramming. ADOT will revise the federal-aid funds obligated within 90 calendar days.</i>
Once	3	Revise the authorized amount	PM revises the authorized amount and deobligates funds if necessary.

As Applicable	4	CA receives an invoice from Contractor	The invoice should reflect the total amount authorized by FHWA. The FHWA authorized amount MUST be shown on ALL post-award invoices.
Once	5	Reconcile invoiced amount	CA reconciles the invoiced amount against the authorized amount. Do not invoice design expenses once the project is in the construction phase, with the exception of post design services. Confirm that charges are made against the appropriate phase of the project (e.g. 03D - Design, O1C - Construction). Do not use 01D, this is for ADOT personnel only.
Once	6	Reconcile all invoiced charges	CA must confirm that all items invoiced are eligible for federal reimbursement, that the amount used for reimbursement is the Total Authorized for Project* as reflected in the FHWA Federal-Aid Project Agreement (AZPR2X). It is important to remember that PDA Fees must be subtracted from the Total Authorized for Project as reflected in the FHWA Federal-Aid Project Agreement (AZPR2X).
As Applicable	7	Reconcile Project in AFIS	PM checks the project balance in AFIS to ensure what was encumbered matches the amount listed on the invoice.
As Applicable	8	Reconcile previously submitted invoice to current invoice	PM checks the previous invoice received from the CA to confirm that the budget amount matches. If the budget amounts do not match the PM will reach out to the CA agency for clarification.
As Applicable	9	Submit invoice to FMS	PM submits the reconciled invoice to ADOT Contracts Payable at C9@azdot.gov with a cc to lpasectionom@azdot.gov

Forms / File links:

C9@azdot.gov

Forms/File link: **2027 CA Manual** is located on the ADOT LPA website

* Federal Funds Under the Agreement or the Federal Share