

AGENDA

WEDNESDAY, AUGUST 5, 2026

8:00 AM to 12:00 PM

TRAINING PURPOSE:

MODULE 2 – PROJECT AUTHORIZATION AND PROJECT ACCOUNTING offers an overview by ADOT Project Resource Office (PRO) staff to help understand the role of the Project Review Board (PRB) and project expenditure reports. Attendees also learn how a project is authorized by the Federal Highway Administration (FHWA) and ADOT Financial Management Services (FMS). The module continues with presentations by various FMS staff, as they explain the steps to keep our contractors and stakeholders paid in a timely manner.

GOOGLE MEET VIRTUAL TRAINING SESSION

Meeting Code: meet.google.com/tma-pwae-cki

Phone Numbers (US)+1 386-753-7885 - PIN: 876 435 635#

WELCOME:

Jennifer Catapano, Oversight and Monitoring Manager, Local Public Agency

PROJECT REVIEW BOARD (PRB):

Laura Thames, Senior Project Coordinator, Project Resource Office

FEDERAL HIGHWAY ADMINISTRATION (FHWA):

Bret Anderson, Section Manager, Project Resource Office and Local Public Agency

FEDERAL AUTHORIZATION:

Alison Hart, Resource Administration Manager, Financial Management Services

, Accountant III, FMS

Joshua Wilson,

FMS

BREAK:

9:55 am - 10:05 am (10 minutes)

PROJECT ACCOUNTING:

Sophia Kreutz, Project Accounting Manager, FMS

Maria Coronado, Financial Analyst/Team Lead, FMS

10:05 am - 10:35 am (30 minutes)

PROJECT EXPENDITURE REPORTS

Sue Landin, Contract Manager, Project Resource Office

10:35 am - 11:05 am (30 minutes)

ACCOUNTS RECEIVABLE:

Jennie Garcia, Accountant III, FMS

11:05 am - 11:25 am (20 minutes)

CONTRACTS PAYABLE:

Natalia Calderon, Contracts Payable Supervisor, FMS

11:25 am - 11:45 am (20 minutes)

CLOSING REMARKS:

Jennifer Catapano, Oversight and Monitoring Manager, Local Public Agency

11:45 am - 11:50 pm (5 minutes)