PAYMENT REPORTING

Contractors:

Completing Payment Reporting is a contractual obligation.

All payments to subcontractors must be reported in the 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 liquidated damages from the monies due to the contractor.

Everyone in Compliance - No Sanctions!

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
• Enter payment date
• Indicate if payment was received within seven days of date identified
• Indicate if payment is final
• Provide Comments (optional)

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PROMPT PAYMENT

ADOT Prompt Payment ©
Payment Reporting Requirements (109RET)

• All forms of contractual agreements, e.g. trucking leases, task orders, etc., are covered by the prompt payment requirement

• The contractor shall ensure that a copy of the prompt payment requirement is included in every reportable contract of every tier

• Sanctions are imposed for non-compliance

Everyone in Compliance - No Sanctions!

Prompt Pay Requirements:

Partial Payments:
The subcontractor 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, including retention (if applicable), due to its subcontractor within seven days of receipt of payment.

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