

PAYMENT REPORTING

ADOT

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)



DBE Video Tutorial:
How to Report
Payments

PROMPT PAYMENT

ADOT Prompt Payment &
Payment Reporting Requirements (109RET)

ADOT

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.

- 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!



DBE Video Tutorial:
DBE and Prompt Pay/
Payment Reporting
Requirements