

Project Manager Invoice Approval Standard Work

1. The ADOT PM will establish with the Consultant dates that the draft payment report (PR) /progress report (if required) shall be submitted on a monthly basis.
2. ADOT PM will have 48 hours to review the draft payment report. PM will review and agree on the work accomplished and the level of effort expended by the consultant over the past month.
3. The ADOT and Consultant PM will meet (method left up to PMs) to discuss and resolve any items of concern on the PR. This meeting will occur within 48 hours from the ADOT review time frame.
4. For single project payment reports, the Consultant will be responsible to obtain the PM' sign off on the PR as complete and ready for final submittal to ECS. The Consultant shall sign the payment report and submit to ECS. This submittal constitutes the beginning of the 21 day time frame for processing the PR.
5. For On-call contracts, a draft PR will be provided to all ADOT Task Managers associated with current/active projects included on the PR at the same time.
6. ADOT Task Managers shall review the draft PR within 48 hours. Approval should include the project number and dollar amount.
7. The Consultant is responsible for meeting with each ADOT Task Manager to obtain sign off on the PR for each task. The meetings shall occur within 48 hours of the ADOT review time frame.
8. Once all ADOT task managers have approved the PR, the consultant will then submit a final PR along with the ADOT task manager sign off sheet to the ADOT Contract Manager for approval.
9. Once the contract manager has approved the PR, the consultant will sign the PR and submit it along with all ADOT approvals to ECS for processing. This submittal constitutes the beginning of the 21 day time frame for processing the PR.