Payment Report Process
Frequently Asked Questions

1. **What Payment Report Format should be used?**
   The current payment report format has not changed. Continue to use the current format for the applicable contract. A copy of the format is available on the ECS website (https://azdot.gov/business/engineering-consultants/forms-and-templates-engineering-consultants) under Payment Report Forms or by requesting a copy from the ECS Contract Specialist.

2. **How should I document approval from the Task Manager of a project and the Contract Manager?**
   Please see the Project Manager Invoice Approval Standard Work document. It is envisioned that the Task Manager(s) would receive an emailed draft copy of the payment report and applicable backup documents for their review. The Task Manager(s) would review their project and provide feedback to the firm for changes, or approve the invoice for their project, via email. **Their response should include the project number and dollar amount they are approving.** In the case of multiple tasks, each Task Manager would need to provide their approval, which could be done concurrently. Once all applicable Task Manager(s) approved the invoices for their project(s), the Contract Manager from the ADOT Technical Groups would review the approvals, provide their signature on the payment report and return to the firm, via email. Please contact the specific ADOT Technical Group for further guidance. _**The signature of the ADOT Contract Manager does not constitute a representation or guarantee that the monthly payment report is accepted by ADOT or that all charges presented are allowable or correct.**_

3. **What if I cannot get in touch with my Task Manager or Contract Manager?**
   Please escalate the matter within the ADOT Technical Group for resolution.

4. **I have all the ADOT Task Manager/Contract Manager approvals, now what?**
   Once the firm has received all approvals and the payment report is signed by the Contract Manager, the payment report and all applicable backup documentation should be submitted to ECS, via email, to ecspayments@azdot.gov. This will be the formal submittal to ADOT and begin the timeframe for processing. It is recommended that the ADOT Technical Group be copied on the formal submittal. Please contact the specific technical group for the email address they wish to utilize.

5. **What feedback can I provide about the new process?**
   Any feedback is greatly appreciated and can be provided to ecspayments@azdot.gov.

6. **Will there be a grace period to transition to the new process?**
   Yes. We understand that there may be contracts already with ADOT under the previous process that are making their way to ECS for processing. Those will be processed as we have in the past. While we encourage you to begin using the new process as soon as possible, a grace period will be allowed until the beginning of the new fiscal year (July 1). After that time, payment reports must follow the new process.

7. **What items are reviewed when processing a payment report?**
   Please see the attached PR Processing Checklist that outlines the items that are reviewed. Depending on the contract, this list may not address each item, but is provided as a guide. Please contact ECS (ecspayments@azdot.gov) to discuss specific contracts.

8. **If I have a Lump Sum by Task Order or Cost Plus Fixed Fee by Task Order contract that has a zero dollar monthly payment report, do I need to obtain approval of each Task Manager?**
   No. If you are submitting an overall zero dollar payment report for any given month, then the only approval will need to be from the Contract Manager.

9. **If I have multiple ongoing projects (tasks) on my payment report, but only am submitting a monthly invoice with charges to one project, do I need to obtain approval of each Task Manager?**
   No. You will only need the approval of the Task Manager for which you have charges and then the Contract Manager.