

CA Invoice Submission SOP

<i>Best Practice:</i>	Standard Work for invoice submission for reimbursement for Certification Acceptance (CA) Agencies		
<i>Who:</i>	CA personnel involved in invoicing for project reimbursement; ADOT Project Managers (PM) assigned to CAs		<i>Date:</i> 20-Dec-21
			<i>Revision:</i> 1
<i>Frequency</i>	<i>Action/steps</i>		<i>Action Details/how to complete the steps</i>
Once	1	Project is awarded to a Contractor (Prime)	CA awards the project to the Prime through the appropriate federal bidding process
Once	2	Submit Agreement Recap to ADOT	CA submits an Agreement Recap to the PM reflecting the Prime's bid amount
Once	3	Revise the authorized amount	PM revises the authorized amount and deobligated funds if necessary.
Once	4	CA receives an invoice from Contractor	The invoice should reflect the total amount authorized by FHWA for construction. This amount should be shown in the post-award invoices.
Once	5	Reconcile invoiced amount	CA reconciles the invoiced amount against the authorized amount.
Once	6	Reconcile all invoiced charges	CA must confirm that all items invoiced are eligible for federal reimbursement.
Once	7	Submit invoice to ADOT	CA must submit the reconciled invoices to the ADOT PM monthly. During the last week of the month. All invoices less than \$10M must be submitted to the ADOT PM for reimbursement no less than once each quarter.
Once	8	Reconcile Project in AFIS	PM checks the project balance in AFIS to ensure what was encumbered matches the amount listed on the invoice.
Once	9	Reconcile previously submitted invoice to current invoice	PM checks the previous invoice received from the CA to confirm that the budget amount matches. If the budget amounts do not match the PM will reach out to the CA agency for clarification.
Once	10	Submit invoice to FMS	PM submits the reconciled invoice to ADOT Contracts Payable at C9@azdot.gov.
Forms / File links: C9@azdot.gov			