

CA Invoice Submission SOP

Best Practice:	Standard Work for invoice submission for reimbursement for Certification Acceptance (CA) Agencies		
Who:	CA personnel involved in invoicing for project reimbursement; ADOT Project Managers (PM) assigned to CAs		Date: 20-Jan-22
			Revision: 2
Frequency	Action/steps		Action Details/how to complete the steps
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 award recapitulations (award recaps) to ADOT	CA must provide award recaps to the ADOT PM within 30 calendar days of making the award on FAHP projects and any adjustments to project cost estimates. (pg. 36 of the <i>CA Manual, Construction Administration, Construction Financial</i>)
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. 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 the ADOT PM	If the reconciled invoice is greater than \$10M, it must be submitted by the CA monthly, no later than the last week of the month. As ADOT is aware of the challenges associated with monthly invoicing and staff availability, invoices less than \$10M must be submitted to the ADOT PM for reimbursement no less frequently 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			