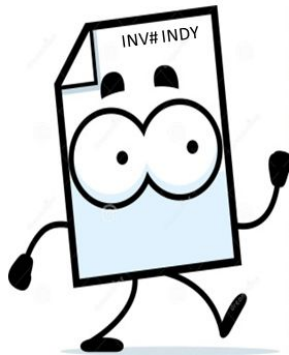


AP MANAGER – THOMAS KAYE

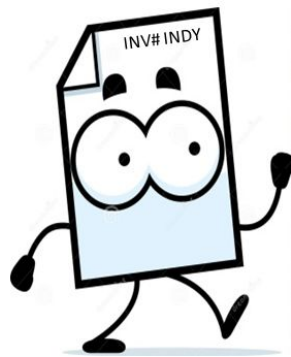
Tom led and inspired the AP team to submit numerous Kaizens in FY22. Tom has BIG Continuous Improvement plans for the AP teams in FY23! Ask him about them.



- Accounts Payable Manager
 - Tom oversees the incredibly dedicated AP staff!
 - Ensures timely payment expenditures for ADOT
 - AP Performance Measures
 - Implementation of efficiencies and improvements for the benefit of Arizona through Arizona Management System

CP SUPERVISOR – Michael Bruder

Michael joined the Contracts Payable team at the beginning of January. He was previously the Accounts Receivable lead.



- Contracts Payable Supervisor
 - Supervise 3 staff members
 - Natalia, Mark, and Laura
 - Responsible for payments to contractors, construction, engineering consultants, local governments, railroads, Utility, and telecom payments
 - Also responsible for Infrastructure Delivery and Operations Division "Exempt" payments

ACCOUNTANT I - CONTRACTS LEAD

Natalia Calderon

Natalia is the newest member of the Contracts Payable team!! She started with us on July 18th, 2022.

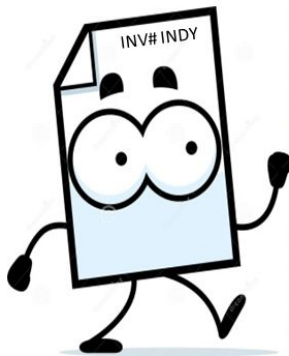


- **Contracts Payable Lead –**
 - Process Contract Payable invoices
 - Research funding availability
 - Upload and enter payments for:
 - Field Reports
 - ECS
 - Utilities and Railroad
 - JPA
 - MAG & PAG
 - Stipend
 - MPD
 - AVA
 - Monitor CP and Approving CP & Utilities

ACCOUNTING SPECIALIST I

Mark Brugnoni

Mark is part of the Contracts Payable team. He entered all of our Contractor Cycle payments each month, ensuring our contractors get paid on time. Great job Mark!



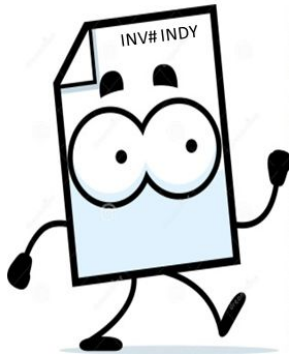
- **Contracts Payable –**

- Enter Contracts Payable invoices for:
 - ECS (including Temp Tech)
 - Aviation
 - MPD
 - Utility/Railroads
 - Local projects
- Back up duties – enter utility invoices

ACCOUNTING SPECIALIST II

Laura Higuera

Laura is part of the Contracts Payable team. She helps the team stay on target by monitoring our inbox and indexing payment information. Great job Laura!



• **Contracts Payable –**

- Handles emails that come into the CP mailbox
- Index Contracts Payable invoices for:
 - ECS (including Temp Tech)
 - Aviation
 - MPD
 - Utility/Railroads
 - Local projects
- Back up duties – Abandoned Vehicles uploads

CONTRACTS PAYABLE

Contractor Cycle

- Begins 1st Wednesday each month (appears on ADOT calendar)
- Contractor Pay 3rd Wednesday each month (appears on ADOT calendar)
- Payments are released 2 days prior to Contractor Pay
- Adjustments are made for Holidays
- **Critical** component is differentiating between Fed/Non-Fed (eligible/ineligible) charges

April 2019						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3 MONTHLY ESTIMATES	4	5	6
7	8	9	10	11	12	13
14	15 PAYMENTS ARE RELEASED	16	17 CONTRACTOR PAY	18	19	20

Summary of Federal Aid Construction					
Accumulated	699,713,333.61	0.00	699,713,333.61	72,337.59	699,785,671.20
Previous	679,511,545.45	0.00	679,511,545.45	72,337.59	679,583,883.04
Current	20,201,788.16	0.00	20,201,788.16	0.00	20,201,788.16
Summary of Non-Federal Aid Construction					
Accumulated	2,534,432.60	0.00	2,534,432.60	0.00	2,534,432.60
Previous	2,339,193.28	0.00	2,339,193.28	0.00	2,339,193.28
Current	195,239.32	0.00	195,239.32	0.00	195,239.32
Grand Total Construction					
Accumulated	702,247,766.21	0.00	702,247,766.21	72,337.59	702,320,103.80
Previous	681,850,738.73	0.00	681,850,738.73	72,337.59	681,923,076.32
Current	20,397,027.48	0.00	20,397,027.48	0.00	20,397,027.48

CONTRACTS PAYABLE

- PRs should not have handwritten manual changes/corrections on them per FHWA.
- FHWA requirements must be met to avoid reimbursement delays, rejections, or termination of future funding.
- If you have a question, ask! We are happy to help 😊.

Incorrect Submission

- This will result in your invoice being rejected by CP

PO Line Number	Description	Total Contract Amount	Previous Accumulative Amount	Current Amount Billing	Total Accumulative Amount
	TRACS NO. H7454 01L TOTAL ABOVE CATEGORIES	\$6,415,041.09	5362331.15 \$5,862,475.62	34082.62 \$34,400.01	5396413.77 \$5,896,935.63
	Fixed Fee @ 10.5% of DL & OH Net Fee Adjustment for PR#69-75 Net Fee Adjustment PR#44-73 Contract Rebalance thru PR#74	\$385,892.52	\$360,623.69 (\$421.42) (\$6,138.78) (\$13,678.00)	\$3,553.55	\$364,177.24 (\$421.42) (\$6,138.78) (\$13,678.00)
	Project Total H745401L	\$6,800,933.61	6202716.84 \$6,202,861.11	37636.17 \$36,013.56	6240352.91 \$6,240,874.67
Submitted By SEE PAGE 4 Consultant		Date	Total To Date		-\$6,240,874.67
Approved By SEE PAGE 4 ADOT Project Manager		Date	Total Previous Report		\$6,202,861.11
Approved By Engineering Consultants Section		Date	Current Report		\$36,013.56

Outside services is for the following per CMO25:
Newspaper Ads, Direct Mailer, Public Meeting Venue, Court Reporter,
Interpretation, Translation, Delivery.

Meals & Entertainment is not approved expense and was denied.

Correct Submission

Contract NTP Date: 4/10/2019 ✓		Contract Completion Date: 7/3/2020 ✓		2.91% % Billed	2.91% % Completed
PO Line Number	Description	Total Contract Amount	Previous Accumulative Amount	Current Amount Billing	Total Accumulative Amount
1 ✓	Original Contract ✓			8624.76	15894.49
	Direct Labor calculation errors	\$ 356,170.16 ✓	\$7,269.73 ✓	\$6,624.80	\$15,894.63
	Overhead @ 136.85% calculation errors	\$ 487,418.86 ✓	\$9,948.62 ✓	\$11,803.04	\$21,751.66
	Other Direct Expenses				
	Personal Vehicle Mileage	\$ 2,162.26 ✓	\$0.00	\$125.49 ✓	\$125.49
	Outside Reproduction	\$ 902.84 ✓	\$0.00	\$0.00	\$0.00
	Outside Messenger Service	\$ 236.25 ✓	\$0.00	\$0.00	\$0.00
	Vehicle Rental & Rental Fuel	\$ 721.50 ✓	\$0.00	\$0.00	\$0.00
	Lodging & Meals	\$ 2,700.00 ✓	\$0.00	\$86.34 ✓	\$86.34
	Miscellaneous EDR Database, EMC Labs	\$ 371.00 ✓	\$0.00	\$11.73	\$14.73
not approved, short paid	Total Other Direct Expenses	\$ 7,093.85 ✓	\$0.00	\$223.56	\$223.56
	Outside Services			211.83	211.83

CONTRACTS PAYABLE

• ECS Pay Report Reminders:

- Check for PR accuracy for correct project and phase
- Ensure funds are available for project and phase on PR
- Per Prompt Pay Legislation ARS 28-411 Consultant Submittal and Payment Requirements, ADOT is required to process payment within 21 days of receipt of invoice
- ADOT has 7 days to reject an invoice back to the consultant
- ECS payments will be quickly addressed
- if Payment Reports are sent out of CP Cycle

JAN 19 2018
Project Mgmt

ENGINEERING CONSULTANTS SECTION
Payment Report Form - Specific Rates

Payment Report No.: 8 ✓	Progress <u>X</u> or Final _____	Contract No.: 2017-010.03 ✓
Contract Description: Temporary Part-Time Project Delivery Manager ✓		Month Ending: 12/31/2017 ✓
Name of Consultant: Kimley-Horn and Associates, Inc. ✓		Vendor Code: PZ000002344 ✓
Supplemental Service Employee Name (if applicable): Siva Sivakumar		
Remit to Address: PO Box 79384, City of Industry, CA 91716-9384		
Contract NTP Date: 12/12/2016 ✓	Contract Completion Date: 2/9/2018 ✓	NA % Billed NA % Completed

PO Line Number	TRACS Number and Description	Total Contract Amount	Previous Accumulative Amount	Current Amount Billing	Total Accumulative Amount
19 ✓	TRACS NO. H8531 01C ✓		\$724.88 ✓	\$0.00 ✓	\$724.88 ✓
20 ✓	TRACS NO. H8931 01D ✓		\$2,899.52 ✓	\$4,530.50 ✓	\$7,430.02 ✓
21 ✓	TRACS NO. SH636 01C ✓		\$724.88 ✓	\$0.00 ✓	\$724.88 ✓
22 ✓	TRACS NO. F0002 01C ✓		\$1,268.54 ✓	\$0.00 ✓	\$1,268.54 ✓

If within the seven days of receipt by the Department, incomplete or incorrect invoices are received, the submitter will be notified in writing of those items that the Department does not approve and/or certify under the terms of the agreement and return invoice to the submitter. The 21-day payment time frame will begin anew upon receipt of the corrected invoice.

THANK YOU FOR JOINING US!!

On behalf of Contracts Payable I'd like to say thank you for joining us and we hope you enjoyed our presentation on FMS Contracts Payable. Enjoy the rest of your day! Thank you for visiting!

