

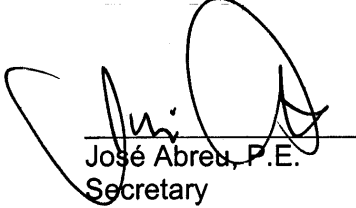
10/28/11: Pen & Ink to update references correcting procedure and form titles.

Approved:

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Office: Utilities

Topic No.: 710-010-130-e



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Secretary

UTILITY INVOICING

PURPOSE:

This procedure governs the preparation, submission, review, verification, processing for payment, and audit of invoices for eligible costs that are reimbursable under the terms of an authorized Utility/Agency Owner (UAO) agreement. Nothing in this procedure precludes the Florida Department of Transportation (Department) from processing utility invoices electronically.

AUTHORITY:

Code of Federal Regulations, Title 23, Chapter I, Subchapter G, Part 645, Subparts A and B; Sections 334.044(2), 337.401 thru 337.404, Florida Statutes (F.S.)

SCOPE:

This procedure impacts the Districts, UAO, and Consultant personnel who assist in the development and preparation of Utility invoices.

REFERENCE:

~~Procedure No. 710-010-030, Utility Relocation Costs~~

Procedure No. 710-010-050, Utility Work Relocation Agreements and Certification Process

Construction Project Administration Manual, Chapter 5, Section 6, Utility Relocation

1. REQUIREMENTS AND FORMAT

- 1.1. Request the UAO to submit an original invoice and the appropriate number of copies.
- 1.2. All invoices will conform with the format used in the approved estimate. The invoice will be labeled Partial or Final at the top.

- 1.3. Partial invoices shall detail the amount of labor, material, equipment, and appropriate credit with unit costs and extensions for the period covered by the invoice.
- 1.4. When partial invoices have been submitted, the final invoice shall detail the last period of invoicing and the accumulated totals of all previous invoices shall be summarized.
- 1.5. When one final and complete cumulative invoice is submitted, it shall detail all quantities for labor, material, equipment, and credits with unit costs and extensions.
- 1.6. All invoices, except those submitted as one final and complete invoice, shall include a **Summary of Charges** for the period covered by the invoice. The format should be the same used in the **Estimate Summary** of the **Utility Agreement**. On second and subsequent invoices a tabulation of previous invoices shall be included.
- 1.7. All final invoices should include a separate **Summary of Total Costs** for the utility work in the same format as that used in the **Estimate Summary** of the **Utility Agreement**.
- 1.8. Lump Sum invoices will be summarized as indicated by the amounts in the **Lump Sum Utility Agreement**.
- 1.9. The invoice shall contain adequate reference to records, accounts and other relevant documents.

2. SUBMISSIONS

- 2.1. Partial invoices may be accepted prior to the completion of the utility work for the costs incurred during the period covered by billings.
- 2.2. The Department will request the UAO to submit its final invoice within one hundred and eighty (180) days following the date of completion of the project.
- 2.3. The Department will request invoices for utility work authorized by a Lump Sum method of payment be submitted by the UAO as one final and complete billing. This does not restrict partial payment of Lump Sum Invoices at the Department's discretion.

3. INVOICE REVIEW, VERIFICATION AND PROCESSING

- 3.1. The Department shall be responsible:

- 3.1.1 To insure that there is an approved and authorized **Utility Agreement, Utility Work Order Change**, and other documentary evidence to support any invoice.
- 3.1.2 To insure funds are encumbered.
- 3.1.3 The following information shall be included as part of a submittal:
- 3.1.3.1 Financial Project Identification Number and State Road Number,
 - 3.1.3.2 Description and site of project (Termini),
 - 3.1.3.3 Date on which first work was performed, or if preliminary engineering or right of way items are involved, the date on which the earliest item of billed expense was incurred,
 - 3.1.3.4 Date on which the last work was performed, or the last item of billed expense was incurred,
 - 3.1.3.5 Location where the records and accounts billed may be audited,
 - 3.1.3.6 Utility work order number,
 - 3.1.3.7 Copy of the UAO's notice from the Department to begin work.
 - 3.1.3.8 The name and telephone number of the UAO's contact person to which questions regarding the invoice may be directed.
- ~~3.1.4 To insure that invoices show appropriate credits and that all UAO computations are in accordance with **Utility Relocation Costs, Procedure No. 710-010-030.**~~
- ~~3.1.5~~ 3.1.4 To insure that the invoice separates Department participating cost from non-participating cost.
- 3.2 The Resident/Project Engineer will review and verify that the utility work has been completed. The resident engineer or designee shall document all utility work and document in accordance with the **CPAM, Procedure No. 700-000-000.**
- 3.3 Invoices shall be forwarded to the District Financial Services Office, using the instructions in [Summary of Contractual Services Agreement/Purchase Order](#) **Contract Invoice Transmittal, Form No. 350-060-02.**

4. INVOICE AUDITING

- 3.4 The Office of Chief Internal Auditor may periodically select invoices for review to determine:
 - 4.1.1 Compliance of invoiced costs with applicable rules and regulations; and
 - 4.1.2 If the invoice processing function is operating in an effective and efficient manner.
- 4.2 The DUO will be available to accompany the Inspector General's Office to render decisions on the engineering aspects of the utility work, when required during site audit.
- 4.3 The UAO and the DUO should be notified in writing, and advised of pending audit actions.

5. TRAINING

No training required.

6. FORMS

~~Contract Invoice Transmittal~~ Summary of Contractual Services Agreement/Purchase Order , Form No. 350-060-02