

PROCESSING PAYMENT REQUESTS THROUGH **MARICOPA COUNTY DEPARTMENT OF TRANSPORTATION**

- ❖ Submit a complete Payment Request
 - Always use one of the following MCDOT Payment Request Forms
 - On-Call
 - Project Specific
 - Earned Value (Invoice Cover Sheet, Progress Report, Expense Forecast)
 - Attach invoice
 - Include other backup as necessary or required by the contract
- ❖ Avoid these errors
 - Generation of Payment Request prior to completion of work
 - Excluding dates of service
 - Omitting breakdown of professional services or work performed
 - Incorrect rates (invoicing does not match contract fee proposal)
 - Matriculation discrepancies
- ❖ Know your contract, work assignment, and certificate of insurance expiration dates
 - Contract has expired
 - A COP (Certificate of Performance) is required to close contract or
 - A CO (Change Order) is required to extend time and increase contract amount if necessary
 - Work Assignment has expired
 - A COP is required to close the work assignment or
 - An Amendment is required to extend time and increase work assignment amount if necessary
 - Certificate of Insurance has expired
 - All work must cease until insurance certificate is renewed.
- ❖ Remember the following
 - No verbal agreements are permitted
 - All work assignments must be completed before the anticipated completion date of the work assignment and prior to the expiration of the contract
 - A COP must always accompany a full and final invoice
 - Items not included in the contract fee proposal must be adjusted by change order before the work assignment begins
- ❖ Important Contact Numbers
 - Christine Jasinski, MCDOT Financial Services (602) 506-4653
 - Sandra Du Bose, MCDOT Contracts Department (602) 506-4640