

## BTP INVOICE PROCESSING

Responsibility	Action
BTP Technician	<ol style="list-style-type: none"> <li>1. Initiates billing information in MAIN.               <ol style="list-style-type: none"> <li>A. Obtains BPO/DPO #</li> <li>B. Sends e-mail to Project Manager with the following information:                   <ol style="list-style-type: none"> <li>1. BPO/DPO #</li> <li>2. Guidelines</li> <li>3. Payment History</li> <li>4. Prints BPO/DPO # and files in contract file</li> </ol> </li> </ol> </li> </ol>
Project Manager	<ol style="list-style-type: none"> <li>1. Receives invoice* (original only) and progress reports** from consultant.</li> <li>2. Reviews invoice for accuracy.</li> <li>3. Stamps original invoice with MAIN stamp and completes the following:               <ol style="list-style-type: none"> <li>A. Date invoice received</li> <li>B. Purchase order: DPO # provided by e-mail.</li> <li>C. Approval: signature of unit or section supervisor.</li> <li>D. Partial/Final Payment: Please circle the appropriate. The final payment is indicated only if the project is complete and this is the final invoice. The final work product and/or final report must be received and accepted.</li> </ol> </li> <li>4. PM keeps a copy of the invoice for his/her records.</li> <li>5. Update Payment History Worksheet.</li> <li>6. Give original invoice (stamped) to Department Tech. The invoice must have the following:               <ol style="list-style-type: none"> <li>A. Name, address, and phone number on the invoice.</li> <li>B. Date of the invoice.</li> <li>C. Contract number and job number.</li> <li>D. Dates invoice covers.</li> <li>E. Invoice Number</li> </ol> </li> </ol>
Department Technician	<ol style="list-style-type: none"> <li>1. Reviews the original invoice for accuracy: (Faxed or copied invoices are not acceptable.)               <ol style="list-style-type: none"> <li>A. Invoice total is correctly entered on stamp.</li> <li>B. Partial/Final payment is circled.</li> <li>C. DPO number is correct.</li> <li>D. Signed by unit or section supervisor.</li> </ol> </li> <li>2. Verifies MAIN screens with invoice for DPO # and accurate information.</li> <li>3. Submits to finance for payment.</li> </ol>

**\*Invoices:** Review invoice and determine whether the charges are appropriate per the terms of the contract. All pay items must be detailed. For example:

- Cost plus fixed fee
- Direct labor breakdown by (1) classification, (2) hours, and (3) hourly rates.
- Overhead must be a separate line item.
- Direct expenses such as travel, equipment, and supplies must be identified.
- Fixed fee must be identified and prorated.
- Subconsultants costs should be identified and detailed in the same manner.

**\*\*Progress Reports:** If a progress report is not received with an invoice, DO NOT pay the invoice. Progress Reports will determine whether the effort expended is commensurate with the expenses.