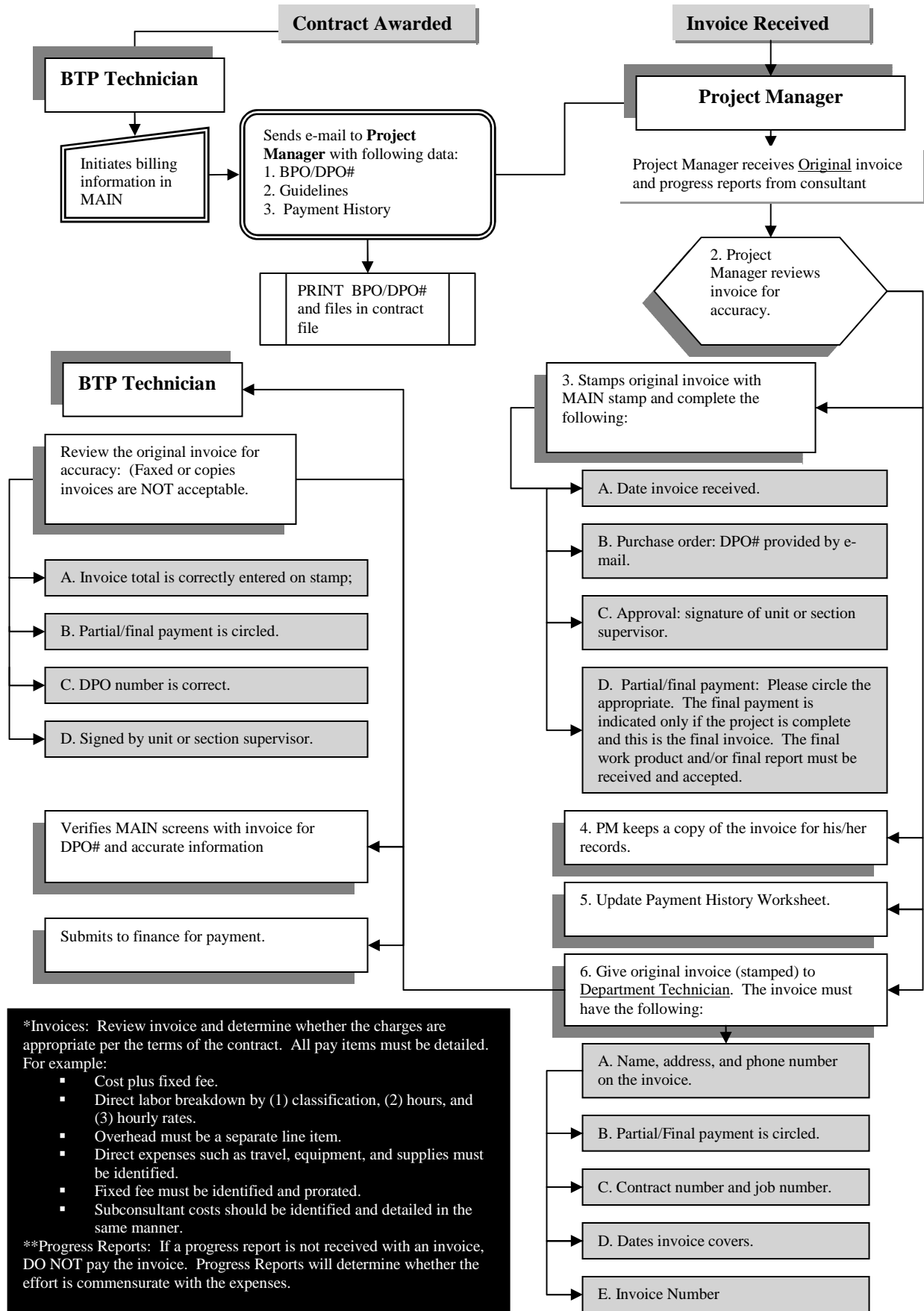


# BTP Invoice Processing



\*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.
- Subconsultant 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 is commensurate with the expenses.