

Audits/Payments

Subject: Payment Processing

Information:

The purpose of this guidance document is to give Office of Passenger Transportation (OPT) customers the information needed to submit payment requests correctly. The Office of Passenger Transportation makes payments to local transit agencies, local rideshare offices, intercity bus carriers, and vendors from the Comprehensive Transportation Fund, Bond Fund, Federal Section 5304, 5307, 5309, 5310, 5311, 5316, 5317, and Federal Highway Administration funds under the provision of Act 51 of P.A. of 1951, as amended.

Actions Needed:

Local purchase of revenue vehicles by a Nonurban Transit Agency or in any case where federal dollars pass through OPT, include the following:

- An original signed letter/invoice (including a budget summary) requesting payment. This should include the contract/authorization, the amount being requested, payment request number, and if this is a partial or final payment request. If the request is for reimbursement for (a) replacement vehicle(s) the transit agency will include the identification number(s) of the vehicle(s) being replaced.
- Copy of vendor's detailed invoice.
- Copy of the vendor's Vehicle Acceptance Form (dated and signed). This form acknowledges the transit agency's receipt and acceptance of the vehicle(s).
- A copy of a signed/processed Application for Michigan Title (Form RD108) or if vendor is out of state, Application for Michigan Title (Form TR-11) naming MDOT as first secured party.
- Pre-award & Post-delivery Audit Checklist, Certifications & Worksheets.
- Copy of the cover page from Altoona Test for vehicle(s) being purchased.
- Any appendices or documents required by MDOT's "Procurement Guidelines."

NOTE: Vehicle must be entered into PTMS prior to requesting payment. For additional information, please refer to "MDOT – Guidelines for local vehicle purchase" document on the MDOT website.

For local purchase of revenue vehicles when an Urban Transit Agency receives the federal funds directly from the Federal Transit Administration (FTA), include the following:

- An original signed letter/invoice (including a budget summary) requesting payment. This should include the contract/authorization, the amount being requested, the payment request number, and if this is a partial or final request. If the request is for reimbursement for (a) replacement vehicle(s) the transit agency will include the identification number(s) of the vehicle(s) being replaced.
- Copy of vendor's detailed invoice.
- A copy of a signed/processed Application for Michigan Title (Form RD108) or if vendor is out of state, Application for Michigan Title (Form TR-11).
- Copy of the cover page from Altoona Test for vehicle(s) being purchased.

NOTE: Vehicle must be entered into PTMS prior to requesting payment. For additional information, please refer to "MDOT – Guidelines for local vehicle purchase" document on the MDOT website.

For extended purchase of vehicles by a Nonurban Transit Agency or in any case where federal dollars pass through OPT, include the following:

- An original signed letter/invoice (including a budget summary) requesting payment. This should include the contract/authorization, and the amount being requested, payment request number, if this is a partial or final payment, MiDEAL contract number (if applicable). If the request is for reimbursement for (a) replacement vehicle(s) the transit agency will include the identification number(s) of the vehicle(s) being replaced.
- Copy of vendor's detailed invoice.
- Copy of the vendor's Vehicle Acceptance Form (signed and dated). This form acknowledges the transit agency's receipt and acceptance of the vehicle(s).
- A copy of a signed/processed Application for Michigan Title (Form RD108) or if vendor is out of state, Application for Michigan Title (Form TR-11) naming MDOT as first-secured party.
- Copy of complete MDOT New Vehicle Order Form from the vehicle order packet.
- Post Delivery Audit (Final Inspection) Worksheets:
 - Completed Bus Acceptance Checklist
 - Completed FTA Road Test
 - Completed Inspection Write Up
 - Any appendices or documents required by MDOT's "Procurement Guidelines."

NOTE: Vehicle must be entered into PTMS prior to requesting payment. For additional information, please refer to “MDOT – MiDEAL purchasing program guidelines” document on the MDOT website.

For extended purchase of revenue vehicles by an Urban Transit Agency receiving federal funds directly from the Federal Transit Administration (FTA), include the following:

- An original signed letter/invoice (including a budget summary) requesting payment. This should include the contract/authorization, and the amount being requested, payment request number, if this is a partial or final payment, MiDEAL contract number (if applicable). If the request is for reimbursement for (a) replacement vehicle(s) the transit agency will include the identification number(s) of the vehicle(s) being replaced.
- Copy of vendor’s detailed invoice.
- Copy of complete MDOT New Vehicle Order Form from the vehicle order packet.
- A copy of a signed/processed Application for Michigan Title (Form RD108) or if vendor is out of state, Application for Michigan Title (Form TR-11).

NOTE: Vehicle must be entered into PTMS prior to requesting payment. For additional information, please refer to “MDOT – MiDEAL purchasing program guidelines” document on the MDOT website.

For other contractual payment requests:

Required documentation for nonurban agencies, or in any case where federal dollars pass through OPT:

- An original signed letter or invoice requesting payment. This should include the contract/authorization number, the amount being requested, payment request number, if the payment is partial or final, a budget summary, and the line item description from the contract or project authorization for the item(s) purchased (ex: maintenance equipment).
- Copies of all invoices to be reimbursed – quotes will not be accepted.
- Equipment and facility construction/improvement information must be entered into PTMS prior to requesting the payment.
- Any appendices or documents required by MDOT’s “Procurement Guidelines.”

Required documentation for urban agencies where federal funds are received directly from the Federal Transit Administration (FTA):

- An original signed letter or invoice requesting payment. This should include the contract/authorization number, the amount being requested, payment request number, if the payment is partial or final, a budget summary, and the line item description from the contract or project authorization for the item(s) purchased (ex: maintenance equipment).
- A spreadsheet or document showing the line items, budget, amount being requested, and balance.

For operating payments, such as Section 5311 Operating, Specialized Services, JARC, you must submit quarterly reports via PTMS in order for the quarterly payment to be processed.

For Rural Transit Assistance Program (RTAP) payments, you must complete a third party agreement with Michigan Public Transit Association (MPTA). Please remember:

- * Reimbursements cannot exceed requests.
- * State travel rates must be followed.
- * Expense vouchers must be accompanied by supporting documents for everything including original meal receipts. Reimbursement for meals cannot exceed state travel guidelines.

Questions regarding RTAP payments should be directed to:

Cindy Zolkowski, RTAP Administrator
Michigan Public Transit Association
2875 Northwind Drive, Suite 120
East Lansing, MI 48823
(517) 324-0858
E-mail: MPTACindy@comcast.net

Contact: If you have any questions regarding this procedure, please contact your project manager.

Approved: _____



Office Administrator

June 4, 2012
Date

OPT:PAS:FMU:LL