Michigan Department of Transportation
Office of Passenger Transportation

External Procedure #70200

Invoice & Payment Voucher Processing Procedure for: Transit Agencies (TAs) Effective 10/01/25 Supersedes Version Dated 06/04/12

1. Overview: Purpose of this Procedure

The Michigan Department of Transportation (MDOT) Office of Passenger Transportation (OPT) makes payments under Public Act 51 of 1951, as amended (Act 51), to local transit agencies (TAs), intercity bus carriers, and grantees from the Comprehensive Transportation Fund; Federal Section 5304, 5310, 5311, 5339; and Federal Highway Administration (FHWA) funds.

This procedure is designed to ensure TAs submit payment requests to MDOT OPT in a correct, compliant manner.

2. Glossary of Terms & Acronyms

FHWA	Federal Highway Administration
FTA	Federal Transit Administration
JARC	Job Access Reverse Commute
LBOA	Local Bus Operating Assistance
MDOT	Michigan Department of Transportation
MPTA	Michigan Public Transit Association
OAR	Operating Assistance Report
OPT	Office of Passenger Transportation
PTIMS	Public Transportation Information Management System
RPM	Regional Project Manager
RTAP	Rural Transit Assistance Program
TA	Transit Agency

3. TA Roles & Compliance

Transit agencies (TAs) are required to:

A. Know, understand, and adhere to this procedure.
B. Comply with this mandatory procedure fully and without deviation.

4. Responsibilities & Action Steps

Vehicle Purchases: Extended Purchase of Vehicles from State Contract

Extended Purchase of Vehicles from State Contract
When
All Project Funding (State and Federal) is Administered by OPT

Step 1.
Submit a payment request using the submittal tool currently provided/required by MDOT (e.g., PTIMS, ProjectWise). The payment request should include: (a) contract/authorization number; (b) amount requested; (c) payment request number (chronological); (d) whether this is a partial or final payment request; and (e) state vehicle contract number.

Step 2.

A. Required Payment-Request Documents:

- If the request is for reimbursement for a replacement vehicle(s), include identification number(s) of the vehicle(s) being replaced.
- Copy of vendor's detailed invoice.
- Signed and dated copy of the vendor's Vehicle Acceptance Form, acknowledging the TA's receipt and acceptance of the vehicle(s).
- Copy of signed and processed application for Michigan title (Form RD108) showing MDOT as the secured party.
- Copy of completed MDOT New Vehicle Order Form from the vehicle order packet.
- Post-delivery audit (final inspection) worksheets:
  a) Completed bus acceptance checklist.
  b) Completed inspection writeup.
- Any appendices or documents required by MDOT's procurement guidelines: Michigan.gov/mdot/travel/mobility/pub-transit/procurement-guidelines.

B. Vehicle must be entered into Public Transportation Information Management System (PTIMS) prior to requesting payment.

C. For additional information, please refer to the Guidelines for State Vehicle Purchasing Program Checklist for Purchase.

Extended Purchase of Revenue Vehicles from a State Contract
When
TA is Receiving Funds Directly from a Federal Agency

Step 1.
Submit a payment request using the submittal tool currently provided/required by MDOT (e.g., PTIMS, ProjectWise). This should include: (a) contract/authorization number; (b) amount requested; (c) payment request number; (d) whether this is a partial or final payment request; (e) state vehicle contract number; and (f) remaining balance on all authorization line(s).

Step 2.

A. Required Payment-Request Documents:

- If the request is for reimbursement for a replacement vehicle(s), include identification number(s) of the vehicle(s) being replaced.
- Copy of vendor's detailed invoice.
- Copy of completed MDOT New Vehicle Order Form from the vehicle order packet.
- Copy of signed and processed application for Michigan title (Form RD108).

B. Vehicle must be entered into Public Transportation Information Management System (PTIMS) prior to requesting payment.

C. For additional information, please refer to the Guidelines for State Vehicle Purchasing Program Checklist for Purchase.

Vehicle Purchases: Local Purchase of Vehicles

Local Purchase of Revenue Vehicles by a Rural TA

Step 1.
Submit a payment request using the submittal tool currently provided/required by MDOT (e.g., PTIMS, ProjectWise). This should include: (a) contract/authorization number; (b) amount requested; (c) payment request number; (d) whether this is a partial or final payment request; and (e) state vehicle contract number.

Step 2.

A. Required Payment-Request Documents:
- If the request is for reimbursement for a replacement vehicle(s), include identification number(s) of the vehicle(s) being replaced.
- Copy of vendor's detailed invoice.
- Signed and dated copy of vendor's Vehicle Acceptance Form, acknowledging TA's receipt and acceptance of the vehicle(s).
- Copy of a signed and processed application for Michigan title (Form RD108) showing MDOT as 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.

B. Vehicle(s) must be entered into Public Transportation Information Management System (PTIMS) prior to requesting payment.

C. For additional information, please refer to MDOT OPT procurement guidance at Guidelines for Local Vehicle Purchase on State Administered Grants Checklist for Purchase.

Local Purchase of Revenue Vehicles When an Urban TA Receives Federal Funds Directly from any Federal Agency

Step 1.
Submit a payment request using the submittal tool currently provided/required by MDOT (e.g., PTIMS, ProjectWise). This should include: (a) contract/authorization number; (b) amount requested; (c) payment request number; (d) whether this is a partial or final payment request; (e) state vehicle contract number; and (f) remaining balance on all authorization line(s).

Step 2.

A. Requires Payment-Request Documents:
- If the request is for reimbursement for a replacement vehicle(s), include identification number(s) of the vehicle(s) being replaced.
- Copy of vendor's detailed invoice.
- Copy of a signed and processed application for Michigan title (Form RD108).
- Copy of the cover page from Altoona Test for vehicle(s) being purchased.

B. Vehicle must be entered into Public Transportation Information Management System (PTIMS) prior to requesting payment.

C. For additional information, please refer to the MDOT OPT procurement guidance at Guidelines for Local Vehicle Purchase on State Administered Grants Checklist for Purchase.

Other Contractual Payment Requests

Required Documentation for All Agencies when Federal Dollars Pass Through OPT

Step 1.
Submit a payment request using the submittal tool currently provided/required by MDOT (e.g., PTIMS, ProjectWise. This should include:

a. Contract/authorization number.
b. Amount requested.
c. Payment request number.
d. Whether this is a partial or final payment request.
e. Line-item description from the contract or project authorization for the item(s) purchased (ex: maintenance equipment).
f. Copies of all invoices to be reimbursed. Quotes will not be accepted.
g. Any appendices or documents required by MDOT's procurement guidance: MDOT Review of payment/compliance.

Step 2.
Equipment and facility construction/improvement over $5,000 must be entered into Public Transportation Information Management System (PTIMS) prior to requesting payment.

Non-revenue vehicles with a purchase price of $50,000 or more will require a copy of a signed and processed application for Michigan title (Form RD108) showing MDOT as secured party.

Required Documentation for All Agencies When Federal Funds Are Received Directly From the Federal Agency

Step 1.
Submit a payment request using the submittal tool currently provided/required by MDOT (e.g., PTIMS, ProjectWise). This should include:

a. Contract/authorization number.
b. Amount requested.
c. Payment request number.
d. Whether this is a partial or final payment request.
e. Line-item description from the contract or project authorization for the item(s) purchased (ex: maintenance equipment).
f. Spreadsheet or document showing the line items, budget, amount being requested, and balance.
g. Any appendices or documents required by MDOT's procurement guidance: MDOT Review of payment/compliance.

Operating Payments Including, but not limited to, Local Bus Operating Assistance (LBOA), Section 5311 Formula, Job Access Reverse Commute (JARC), and Section 5310 New Freedom & State Specialized Services

Step 1.
Enter quarterly reports into the Public Transportation Information Management System

(PTIMS) for payments to be processed (follow the guidance provided on the Help Menu).

Step 2.
Additional required documentation:

A. Section 5311: General ledger from accounting software must be attached to each quarterly Operating Assistance Report (OAR) and Reconciled OAR.
B. Specialized Services: General ledger must be attached to each quarterly OAR, depicting expenses for the transportation program.

Rural Transit Assistance Program (RTAP) Payments

Step 1.
Complete a third-party agreement with Michigan Public Transit Association (MPTA). Please remember:

a. Reimbursements cannot exceed requests.
b. State travel rates must be followed, including meals.
c. Expense vouchers must be accompanied by supporting documents for everything including original meal receipts.

Step 2.
Please direct questions about RTAP payments to MPTA at info@mptaonline.org.

5. Questions & Requests for Information

If you have questions or would like additional information about this procedure, please contact your regional project manager (RPM).

6. Procedure Approved by

Jean Ruestman, Administrator Date: **February 3, 2026**

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