



State of New Jersey

DEPARTMENT OF TRANSPORTATION
P.O. Box 600
Trenton, New Jersey 08625-0600

JON S. CORZINE
Governor

STEPHEN DILTS
Commissioner

March 19, 2009

Subject: Request vendor approval to batch multiple invoices

Dear Consultant:

The New Jersey Department of Transportation (NJDOT) continues to look for process efficiencies that can improve our turnaround time to expedite payments. We have determined that we are experiencing an increased volume of monthly invoices submitted under term agreement contracts with task orders.

We would like to offer you the opportunity to receive a single payment for multiple invoices within a contract. Our intent is to batch invoices eligible and available in Accounting Operations under one contract agreement and then we will remit one ACH payment or physical check.

NJDOT accounting staff will email your designated contact a list of invoices related to the single payment to aid in your accounts receivable reconciliation when necessary.

We require your written approval including signature of an authorized company official since this process limits us to one start date for Prompt Payment Interest purposes. We will use the most current "Department In" date within the batch.

If you are interested, complete and submit the attached on company letterhead and return it to us via email at VendorHelp@dot.state.nj.us or fax to 609-530-2405.

Sincerely,

A handwritten signature in cursive script that reads "Judith Sigle".

Judith Sigle
Director, Division of
Accounting & Auditing