

# CONSTRUCTION PROCEDURES HANDBOOK

SECTION VI	SUBSECTION L	DATE
CONSTRUCTION OPERATIONS	PROCESSING CONSULTANT INSPECTION INVOICES	01/12/2018

1. Properly submitted consultant invoices are to be submitted to Accounts Payable within 25 days of being initially received by the Region. Upon receipt by the Region, all consultant invoices are to be date stamped.
2. The Consultant is required to submit one original signature copy of the invoice to the Region Contract Manager and submit an electronic copy (scanned pdf format) of the invoice to the RE and Region Contract Manager. If the RE is a consultant the consultant will be required to submit the electronic file copy to the Field Manager (FM).
3. Within 5 days of date of receipt of the e-copy of the invoice, the RE or FM will complete their review of the invoice by completing the RE Check List for Consultant Inspection Invoice [Form DC-46](#).
4. If the invoice is acceptable the RE or FM will send an e-mail response to the Region Contract Manager (with the e-copy of the invoice and completed [Form DC-46](#) attached).

For invoices that have been reviewed and approved by the RE or FM, the Region Contract Manager or delegate will sign the original invoice [Form PV\(C\)](#), and [Form AC-1641](#) on the Services Performed line and obtain the RCE's or delegate's signature for the Recommended for Approval line. The approved invoice will be submitted to Accounting within 5 days of receiving the response from the RE or FM.

The Region Contract Manager will return a copy of the signed [Form AC-1641](#) via e-mail to the RE for incorporation into the project records. The RE will attach the [Form AC-1641](#) to the appropriate invoice.

The Region Contract Manager will also review the package to ensure it conforms to the requirements noted on the Contract Manager checklist [Form CM-Checklist](#). The Region Contract Manager will then forward the invoice, [Form AC-1641](#), and the Contract Manager checklist to Accounts Payable.

**Note:** For work associated with project specific agreements, or for federal term agreement task orders, the job code number is the CE job code number for the project. For state funded term agreement task orders, the job code number is the number that is set-up for the term agreement. For federally funded agreements or task orders, the function code is Y525, and for state funded agreements the function code is Y536.

5. If the invoice is unacceptable, the RE or FM will reject the invoice. The RE or FM will send the DC-46 marked as rejected to the Region Contract Manager via email. The Region Contract Manager will email the Consultant Project Manager the explanation, as indicated on the DC-46, of the rejection within 5 days of receiving the response from the RE or FM.
6. Invoices cannot be altered for any changes to the invoice amount on the Payment Voucher [Form PV\(C\)](#). Changes to [Form PV\(C\)](#) can be made to correct format errors (e.g. correcting the agreement number). As invoices are subject to prompt payment requirements, which start as soon as the invoice is initially received by the Region, waiting for consultants to make corrections may result in the Department paying interest if the invoice is not formally resubmitted.
7. The Region will log the status of the invoice, noting when the invoice was rejected and returned to the consultant, or when it was transmitted to Accounts Payable.