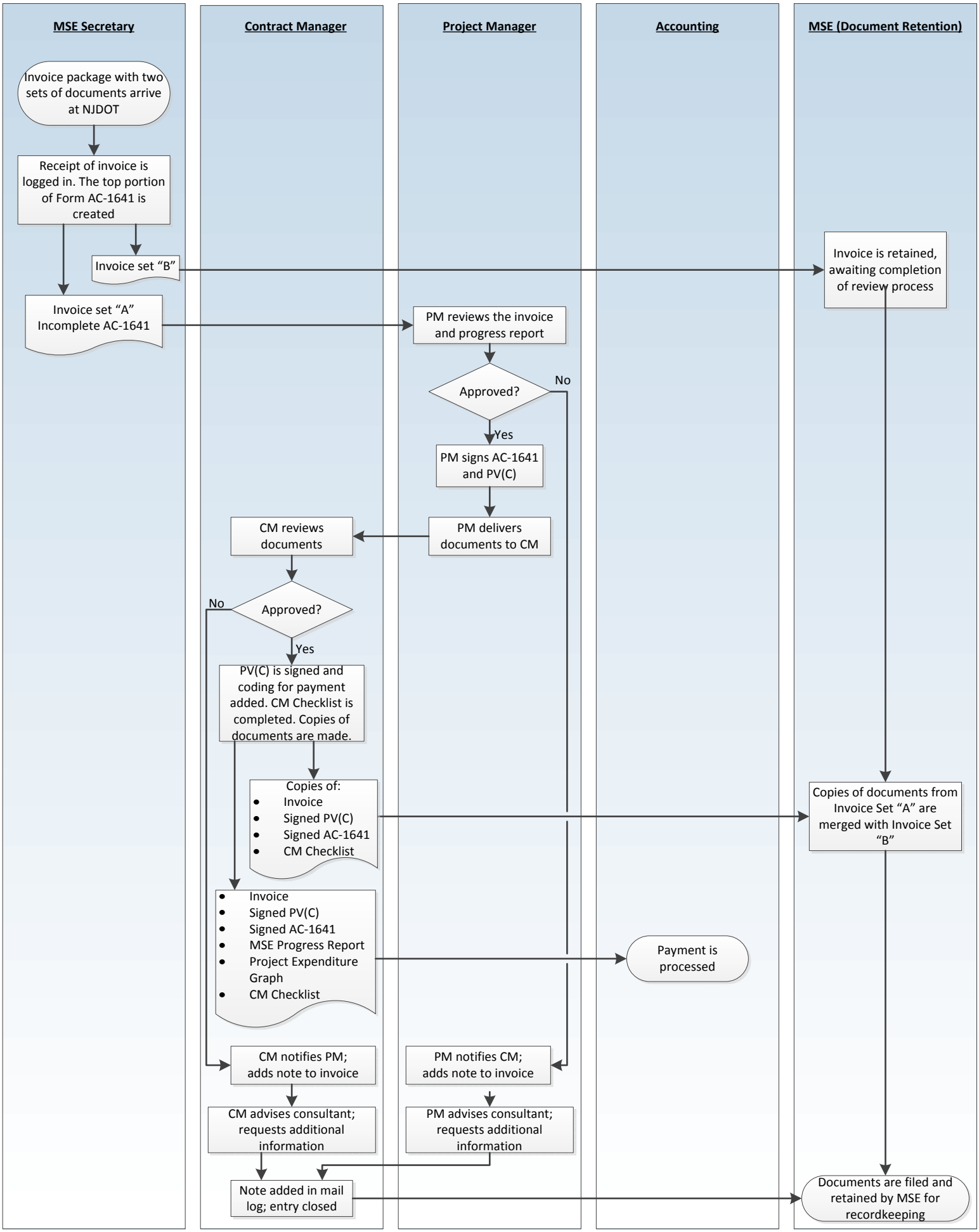
MSE Secretary
Contract Manager
Project Manager
Accounting
MSE (Document Retention)
Invoice package with two sets of documents arrive at NJDOT
Receipt of invoice is logged in. The top portion of Form AC-1641 is created
Invoice set "B"
Invoice set "A" Incomplete AC-1641
PM reviews the invoice and progress report
Approved?
No
Yes
PM signs AC-1641 and PV(C)
PM delivers documents to CM
CM reviews documents
Approved?
No
Yes
PV(C) is signed and coding for payment added. CM Checklist is completed. Copies of documents are made.
Copies of:
Invoice
Signed PV(C)
Signed AC-1641
CM Checklist
Invoice
Signed PV(C)
Signed AC-1641
MSE Progress Report
Project Expenditure Graph
CM Checklist
Payment is processed
CM notifies PM; adds note to invoice
PM notifies CM; adds note to invoice
CM advises consultant; requests additional information
PM advises consultant; requests additional information
Note added in mail log; entry closed
Invoice is retained, awaiting completion of review process
Copies of documents from Invoice Set "A" are merged with Invoice Set "B"
Documents are filed and retained by MSE for recordkeeping