

ATTACHMENT M
CONTRACTOR PAYMENT PROCESSING

Attachment M - Contractor Payment Processing

Contractor/Vendor Payment Processing Procedures

The following procedures apply to the receipt, distribution, processing and transmittal fall requests for payments from all contractors.

A. Routine Reimbursement Request

1. All reimbursement requests are distributed to assigned staff after they are logged in the incoming mail log.
2. The first level reviewer (assigned staff) reviews reimbursement request package for accuracy, completeness, allowability, and eligibility of expenditures.
3. The first level reviewer then prepare Contract Estimates using the Automated Transportation Data System (ATDS)
4. Any changes made by first level reviewer are explained on a Remittance Advice Memo signed by the Administrator and subsequently transmitted to the contractor along with a copy of the revised Reimbursement Request and Tracking Form.
5. The signed estimates along with all supporting documentation are transmitted to second level reviewer to determine accuracy of computations eligibility and allowability of expenditures.
6. Second level reviewer submits signed reimbursement package for review and signature. All estimates require approval by Administrator.
7. Following Administrator approval, the package is returned to second level reviewer for distribution; two (2) original estimates are hand carried to the Financial Management Division and placed in the incoming mail area; the file copy along with all supporting documentation is filed in the second level reviewer reimbursement file.

B. Receiving Reports

For reimbursement of Capital Purchases including Purchase of Service Agreement, PTD will use FMS-684 Receiving Report. (See attached). The steps for processing FMS-684 are essentially the same as those used for preparing a contractors estimate.

C. Vendor Processing

Vendor payments will be routinely processed using FMS standard procedures.

D. RTAP

1. All RTAP requests for payment are distributed to the first level reviewer after they are logged in the incoming mail log.
2. The first level reviewer (assigned staff) reviews the request package for accuracy, completeness, allowability and eligibility of expenditures.
3. The first level reviewer prepares a FMS-684 (Receiving Report/Cost Distribution) form to capture allowed expenses.