

# ONLINE INVOICING

## CHECKLIST FOR PE AND CE&I INVOICES

- Package includes (1) complete copy of all documentation;
- Original signed LPA-CSU-001;
- LPA-CSU-001 formulas and codes have not been altered;
- Original current Consultant invoice is in the same format as the “Exhibit 4” of the contract;
- All supporting documentation for payment of the invoice (i.e. billing back up, timesheets, hotel receipts, mileage logs, and all other information indicated in the Contract);
- Proof of payment;
- Subconsultant(s) Invoice (Providing the same information and in the same format as the prime consultant);
- The hours or services billed are on or after the Notice to Proceed date;
- Personnel names, rates, and classifications match rate table in the contract for CE&I Projects; and
- LPA submits “LPA Invoice Package” digitally to [lpainvoice@mdot.ms.gov](mailto:lpainvoice@mdot.ms.gov) as a single PDF.

## CHECKLIST FOR CONTRACTOR'S ESTIMATES

- Package includes (1) complete copy of all documentation;
- Original signed LPA-001;
- Original LPA-002;
- Monthly Progress Estimate Statement;
- Form OCR-484-LPA;
- Forms CSD-765-LPA from SiteManager;
- Original Signed Liquidated Damages Statement (CSD-724) for each if the % elapse time shown on LPA-001 is above 100%; and
- LPA submits "LPA Estimate Package" digitally to [lpainvoice@mdot.ms.gov](mailto:lpainvoice@mdot.ms.gov) as a single PDF.