



STATE OF NORTH CAROLINA
DEPARTMENT OF TRANSPORTATION

ROY COOPER
GOVERNOR

JAMES H. TROGDON, III
SECRETARY

October 21, 2019

To: NCDOT Grantee's using CRM

From: Todd Honeycutt, Accounts Payable Manager

Re: Claim Processing for Grants in CRM (LPMO, Aviation, PTD & GHSP, Rail and R&D)

To ensure that claims are paid timely and accurately NCDOT Accounts Payable verifies the correct information is on the claim before making payment. All claims that do not have an invoice with all the key invoice components listed below will need to have a claim cover sheet that includes the following information attached to their claim: vendor name, vendor remit to address, claim/invoice date, claim or invoice reference number and total amount of reimbursement request (the information on the claim cover sheet must match the information on the claim form created in CRM). The claim cover sheet/invoice will need to be uploaded as an attachment to the claim and named as claim cover sheet. Accounts Payable must compare attached claim cover sheet and/or invoice to the information entered on the claim form to make sure it matches in order to make payment, if the claim cover sheet/invoice is missing any information a delay in payment may occur. Validating this information ensures that we are paying the correct vendor, allows for system checks in our accounting system, and assists the Grantee in accurately applying funds received.

Key invoice components verified to make payments to vendors:

- The vendor name on the claim cover sheet/invoice must match what NCDOT has on file (If this information is incorrect please provide a Substitute W-9).
- The remittance address on the claim cover sheet/invoice must match what NCDOT has on file (The address NCDOT has on file populates on the claim form in the billing address section if that is not your remittance address please submit a Substitute W-9)
- The amount on the claim cover sheet/invoice should match the amount of the requested reimbursement entered in CRM.
- Reference numbers must be unique (do not use same invoice number on multiple agreements), not have more than 16 characters and all spaces and special characters are to be omitted (dashes, slashes, asterisks ect. Ex. 15438-6 1A would be entered as 1543861A) if using a date for the invoice number it must be entered in YYYYMMDD format. Example May 26, 2019 would be entered as 20190526.

If information is missing or incomplete on the cover sheet/invoice, there may be a delay in processing of the payment. Please share this information with Grantee's who submit claims through the Grants System.

For questions please contact Missy Evans at 919-707-4297 or mevans9@ncdot.gov.

Thank you for your help and support.

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