



STATE OF NORTH CAROLINA
DEPARTMENT OF TRANSPORTATION

ROY COOPER
GOVERNOR

J. ERIC BOYETTE
SECRETARY

August 10, 2023

To: NCDOT Prime Vendor's using the Standard Invoice Cover Sheet Templates
From: Todd Honeycutt, Accounts Payable Manager
Subject: Updated Invoice Requirements for Consultant Professional Services Contracts

Effective September 1, 2023, NCDOT Accounts Payable (AP) is requiring an original (Accounting Software generated) prime vendor invoice to be submitted with any other documentation required by the NCDOT Divisions and/or Units to make payment for services. The Standard NCDOT Invoice Cover Sheet is not a substitution for an original prime vendor invoice but is also required documentation by NCDOT Divisions and Units as backup documentation. Original (Accounting Software generated) prime vendor invoices are a requirement to ensure proper validations of invoice information entered in NCDOT's accounting system, eliminate duplicate payments, and assist vendor Accounts Receivable departments to apply payments appropriately.

The following components must be on the original (Accounting Software generated) prime vendor invoice:

- Vendor name– the name on the invoice must match what is listed in the NCDOT Directory of Firms
- Remittance address – must match what is listed in the NCDOT Directory of Firms
- Invoice number
 - Must be a unique invoice number for each invoice submitted (repeating the same invoice number on individual or other PO's or contracts may cause errors and delays payment processing)
 - Invoice numbers must not have more than 16 characters (alpha and numeric values only)
 - When submitting a revised invoice, ensure it states revised
- Invoice date
- Itemized or brief description of services

If information is missing or incomplete on the original prime vendor invoice, there may be a delay in processing of the invoices.

For questions, please contact Tammy Pritt at 919-707-4294 or trpritt@ncdot.gov.

Thank you for your help and support.

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