



STATE OF NORTH CAROLINA
DEPARTMENT OF TRANSPORTATION

ROY COOPER
GOVERNOR

JAMES H. TROGDON, III
SECRETARY

January 18, 2018

MEMORANDUM TO: Division Engineers
Business Unit Heads

FROM: Christopher M. Werner, PE
Director of Technical Services Division

SUBJECT: Invoices and payment

DocuSigned by:
Christopher M. Werner
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To assist with the Department's overall goals of improving our project delivery efficiencies and at the same time improving our cash management, I would like to emphasize the need to ensure that consultant invoices are being submitted and processed in a timely manner. Per our commitment, consultant invoices should be submitted within 30 days from the performance period and paid within 30 days from receipt (which includes review and approval by the Office of Inspector General and Accounts Payable, as per our normal business process). Please take this opportunity to review your current invoicing and process any outstanding invoices. Disputes with invoices should be considered on a case by case basis and resolved within the agreed upon 30-day period.

Thank you for your assistance.

cc: Secretary James H. Trogdon, III
Chief Deputy Secretary David L. Howard
Chief Operating Officer Bobby Lewis
General Counsel Chuck D. Watts
Special Deputy Attorney General Elizabeth L. McKay
NCTA Executive Director Beau Memory
Inspector General Mary Morton
Chief Financial Officer David Tyeryar
Chief Engineer Tim Little
Office of Civil Rights Director Shelby Scales
FHWA North Carolina Administrator John F. Sullivan, III