



STATE OF NORTH CAROLINA  
DEPARTMENT OF TRANSPORTATION

ROY COOPER  
GOVERNOR

J. ERIC BOYETTE  
SECRETARY

May 6, 2022

To: NCDOT Vendors with Contract Management Purchase Orders (CMPO)  
From: Todd Honeycutt, Accounts Payable Manager  
Re: Invoice Processing for CM Invoices

To ensure that invoices are paid timely and accurately NCDOT Accounts Payable verifies the correct information is on the invoice before making payment. To validate the payment Accounts Payable verifies the vendor name, vendor remit to address, invoice date, and invoice/reference numbers. If the invoice is missing any information, there may be a delay in payment. Validating this information ensures that we are paying the correct vendor, allows for system checks in our accounting system, and assists vendors in accurately applying funds received.

Key invoice components verified to make payments to vendors:

- The vendor name on the invoice must match what NCDOT has on file. The full legal name, including Inc, LLC, PLLC, etc., must be used.
- The remittance address on the invoice must match what NCDOT has on file.
- The invoice number should be unique for each invoice submitted.
- Invoice numbers must not have more than 16 characters.
- Revised invoices must be clearly marked as revised. Revised invoices with a new invoice number must notate the previously submitted invoice number.
- The Cover Sheet is not a substitute for the firm's internal invoice. The firm's internal invoice must be submitted with the cover sheet.
- Combining multiple invoices is not authorized.

If information is missing or incomplete on the invoice, there may be a delay in processing of the invoices. Please share this information with vendor's who submit CMPO invoices.

For questions, please contact Cody Graves at 919-707-4295 or [cmgraves1@ncdot.gov](mailto:cmgraves1@ncdot.gov)

Thank you for your help and support.

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