



STATE OF NORTH CAROLINA
DEPARTMENT OF TRANSPORTATION

ROY COOPER
GOVERNOR

JAMES H. TROGDON, III
SECRETARY

DATE: November 4, 2019

TO: All Consultants

FROM: Stephen Morgan, PE 
State Hydraulics Engineer

SUBJECT: Contract Management/Invoicing

Welcome to a new contract season, please take the time to review noted items to ensure future invoice payments will process efficiently and in a timely manner.

- New employees must be approved by PSM prior to submitting salary sheets to Hydraulics for new contracts, supplementals and or invoices.
- All documentation must go through hydraulic procurement, subject line must include CMPO #, Project Title, and Hydraulics Project Manager.
- Consultant is responsible for management contract accounting. Consultants shall track balances for all contract LSC and CMPO's. (Contract amount minus prior invoices and current invoice amount should be the cumulative total or less prior billings total)
- Each invoice must reflect *line item detail information and item numbers* reflected in the Notice to Proceed.
- All hydraulic procurement forms are located at <https://connect.ncdot.gov/resources/hydro/Pages/Hydro-Consultant-Resources.aspx>
Please verify you have the most recent form.
- There has been some confusion regarding invoice requirements so please include the items as listed for each contract type. The invoice and all documentation can be scanned as one attachment. Each invoice must have the information below. If scanned as one attachment, please make sure **each** invoice has the required information. Copies will not be made to attach documentation to other invoices within the attachment.
 - **Lump Sum**
 - Invoice
 - Subcontractor payment information "[DBE-IS.xls](#) (Subcontractor Payment Information)"
 - Work summary or other work reporting documentation as agreed to by the Hydraulics Unit and the firm

Mailing Address:
NC DEPARTMENT OF TRANSPORTATION
HYDRAULICS UNIT
1590 MAIL SERVICE CENTER
RALEIGH, NC 27699-1581

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Website: www.ncdot.gov

Location:
1020 BIRCH RIDGE DRIVE
RALEIGH, NC 27610

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- **Cost Plus**
 - Invoice
 - Subcontractor payment information “[DBE-IS.xls](#) (Subcontractor Payment Information)”
 - Time sheets reflecting line items and direct cost *ex: mileage etc.*
 - Work summary or other work reporting documentation as agreed to by the Hydraulics Unit and the firm

In addition to these requirements please review attached memo dated May 2, 2019, from our accounts payable department.

<https://connect.ncdot.gov/resources/hydro/Pages/Hydro-Consultant-Resources.aspx>

Please take time to fill in all required items on invoice submittals, missing or improper information will place a rejection on the invoice, requiring resubmittal. In the event of project management changes, please notify hydraulics-procurement@ncdot.gov.