INVOICE PAYMENT STATUS INQUIRIES

FIRM NAME	CONTACT PERSON	PHONE	DATE OF INQUIRY

APPLICABLE ONLY FOR INVOICES PROCESSED BY THE DESIGN DIVISION – YOUR TDOT PROJECT MONITOR WILL KNOW WHICH DIVISION PROCESSES YOUR INVOICES

PLEASE FEEL FREE TO SUBMIT THIS FORM IF YOUR INVOICE IS **30-45 DAYS** OLD AND STILL OUTSTANDING.

This is not an Internet data entry form. You will need to copy the form to your computer and insert your data. Email the form to Shirlynn.Carter@tn.gov *and* Cheryl.White@tn.gov in the Design Division Consultant Contracts group. (No longer to TDOT project monitors and not TDOT Assistant Directors). Once they determine the status of the invoice(s), they will then report their findings to the contact person above.

TDOT NOTES: If you have unpaid invoices, complete this form and email it to Ms. Shirlynn Carter at Shirlynn.Carter@tn.gov *and* Ms. Cheryl White at Cheryl.White@tn.gov. Be sure to complete all applicable white columns below. Remember to copy and save this form onto your computer. Press the "control" key and hit "home" before closing this spreadsheet.

Please be aware the State's fiscal year shutdown occurs in July; therefore, June invoices should be submitted as early as possible to avoid delays in payments.

AFTER DOWNLOADING, DOUBLE CLICK TO KEY DATA IN CELLS BELOW										THIS PORTION IS FOR TDOT USE ONLY				
AGM NO*	WO NO*	PB NO*	FIRM INV NO	INV DATE	STATE PROJ NO	PROJECT DESCRIPTION	AMT BEFORE RETAINAGE	TDOT Prg Mgr (last name)	TDOT Assist Dir (last name)	DATE REC IN DESIGN	1ST APPROVAL DATE	LAST APPROVAL DATE (approx)	DATE REC IN FINANCE	DATE FINANCE PROCESSED

Revised 10/29/12 SB; 9/11/08 SB *AGM NO = Agreement Number WO NO = Work Order Number PB NO = Progress Billing Number All of these items are located on our standard invoice format which every consulting firm should