TDOT Environmental Division
Single Project Invoice Processing

Single Project Invoices (as opposed to Consultant Assistance [CA] Invoices) must be submitted to TDOT at least every three months, unless no work has been performed under the relevant work order. Invoices should not be submitted for amounts less than $1,000.00 unless a) three months have passed since the end of the service range for the last invoice, b) the invoice is a final invoice for the relevant work order, or c) to accommodate TDOT's fiscal year end. Unless otherwise specified in the work order or in this guidance, invoices must not be submitted more frequently than monthly.

Invoices must meet the requirements described in in the Environmental Division Invoice Guidance document and in the embedded notes to the Environmental Division invoice template.

The following list includes hyperlinks to relevant sections within this document for faster navigation:

- **Invoice Submittal**
  - Consulting Firm tasks
- **Invoice Receipt and Review**
  - TDOT Contracts Section tasks
  - TDOT PM tasks
- **Creation of Receipts and Vouchers**
  - TDOT Contracts Section tasks
- **Invoices in Need of Revision**
  - TDOT Contracts Section tasks
  - Consulting Firm tasks

Invoice Submittal and Review Process

Consulting Firm
- Invoice is submitted to TDOT.EnvDiv.Invoice@tn.gov with the subject line formatted as:
  - Firm Name, Invoice #, PIN, Region #
  - Example: Baxter, Inc., 1234567, PIN 891011.12, R2
- Only submit one invoice per email.
- The attached invoice file should:
  - Be named according to the following naming convention:
    - Consulting Firm_Invoice Number_PIN_Region
    - Example: Baxter_1234567_891011.12_R2
  - To the extent possible, be in searchable PDF format, and
  - Contain the following:
    - Invoice
    - Supporting documentation
    - Progress Report

TDOT Contracts Section

Receiving Invoices

- Invoices will arrive in Outlook in the TDOT.EnvDiv.Invoice account and will be moved to the "SP Cabinet" folder.
- Invoices are stamped as received within 1 business day of their arrival in the TDOT.EnvDiv.Invoice Account. The stamp will reflect the actual receipt date, not the date that the stamp is applied.
- Stamped invoices are moved to the Invoices To Be Reviewed folder to await review.

Section Review of Invoices
- Within 5 business days of receipt of an invoice, the Contracts Section will complete a review of the invoice.
- This review ensures all invoice requirements have been met, that all calculations are correct, and that, where required, appropriate supporting documentation is included.
- After completing a full review, the invoice is either deemed approvable or in need of revision.
  - o If an invoice requires revision, the issues are marked and described on the invoice by the reviewer and a copy of the marked-up invoice is saved in the Unpayable folder by firm name. See Invoices in Need of Revision for next steps.
  - o If approvable, the invoice is stamped as approved and placed in the appropriate discipline folder for TDOT PM review:
    - For HQ approvals, discipline folders are found at: R:\ENVRPLAN\Invoice Processing
    - For Region Ecology or Permits approvals, discipline folders are found at: \\Ag03sdcwf00010\main073\MAIN\Environmental\Invoices

Invoice Tracking – Review and Approval
- Immediately following approval and submittal to the TDOT PM, an internal tracking entry is created for the invoice in CRM and SP Tracking Spreadsheet.

TDOT PM
- Within 6 business days of the Contracts Section approval, the TDOT PM will complete a review of the invoice.
- Generally, this review is to ensure that all progress and deliverables described on the invoice are accurate and that the type of work and staff applied to the work are appropriate based on the scope of the work order.
- After completing a full review, the invoice is either deemed approvable or in need of revision.
  - o If an invoice requires revision, the issues are marked and described on the invoice by the reviewer and a copy of the marked-up invoice is saved in the Unpayable folder within the Invoice Processing structure. See Invoices in Need of Revision for next steps.
  - o If approvable, the invoice is stamped as approved using a dynamic stamp and placed in the Approved by PM folder within the Invoice Processing structure.

Contracts Section

Create Receipt and Voucher in Edison
- Within 4 business days of TDOT PM approval, a receipt and voucher will be created in Edison.
- Once the voucher is entered, the invoice is ready for Finance review.
  - o If Finance finds no issues, the invoice will be paid.
  - o If Finance finds issues, the invoice is returned to the Contracts Section. The Section then ensures the issues are marked and described on the invoice and a copy of the marked-

up invoice is saved in the Unpayable folder. See [Invoices in Need of Revision](#) for next steps.

Invoice Tracking – Receipt and Voucher
- Immediately following the creation of the Receipt and Voucher in Edison, the Section reviewer adds to the internal tracking entry for the invoice:
  - in CRM by entering the receipt, voucher number, and voucher date for the invoice being submitted for payment approval, and
  - into the SP Tracking Spreadsheet by entering the voucher number and date of voucher entry.

Invoices in Need of Revision

<u>Contracts Section</u>
- Invoices saved to the Unpayable folders are checked to ensure they are marked-up to explain what revisions are needed.
- A copy of the marked-up invoice is returned to the consultant for revision.

<u>Consultant Firm</u>
- When the revised invoice is submitted to TDOT.EnvDiv.Invoice@tn.gov, the subject line for the transmittal email must be formatted as follows:
  - Unpayable, Firm Name, Invoice #, PIN, Region #
  - Example: Unpayable, Baxter Inc., 1234567, PIN 891011.12, R2
  and must include the following as attachments:
  - The corrected invoice with the original invoice number
  - A copy of the original unpayable invoice reflecting the mark-ups and including all original documentation.