

Procedure for Checking on Unpaid Invoices

Revised 10/14/02

APPLICABLE ONLY FOR INVOICES PROCESSED BY THE DESIGN DIVISION
(other divisions are welcomed to use this procedure if they desire)

1. An invoice isn't paid within **45 days**.
2. The consultant keys the invoice's identifying data and the last names of the TDOT project manager and the appropriate TDOT assistant director into the Invoice Inquiry Form (**32 - Invoice Payment Status Inquiry Form.doc**) and e-mails it to the responsible TDOT project manager (he/she gives the 1st approval). NOTE: There are exceptions where on certain projects, invoices require only one TDOT approval.
3. If the TDOT project manager has already approved the invoice, or if he/she can approve it, he/she keys the approval date into the **1st approval** column on the inquiry form and e-mails it the TDOT's Design Division contracts group (See the form for the proper contact person).
4. The contracts group checks their invoice files to see if the **last approval** has been given.
5. If the last approval has been given, the contracts group keys the final approval date into the Invoice Inquiry Form and e-mails the form to **TDOT's Finance Office** to see if they have received it.
6. The Finance Office checks **TDOT's STARS System** to see if the invoice has been submitted to **the Department of Finance & Administration for payment**, keys into the inquiry form the date Finance received it as well as the date the consultant can expect payment.
7. The Finance Office e-mails **the completed form** back to TDOT's Design Division contracts group.
8. TDOT's Design Division contracts group e-mails **the completed form** back to the consultant.