**Consultant Fiscal Year End – Invoices for Payment**

Due to financial statement reporting requirements, a claim for payment (electronic invoicing system) must be prepared for all work completed through June 30th on construction and non-construction contracts.  Make sure to identify beginning and ending dates on all Progressive Estimates processed.  Separate Progressive Estimates/Claims should be completed for all work prior to June 30 vs. all work after July 1, managers should review this during the approval process.  All bills to be paid before the end of June**, must be received to the NDDOT by July 11**--this includes progress estimates and claims for payment.  Any received after that time may not be paid until July 1st and mailed from our office on July 2nd.  New obligation for the fiscal year (July expenses), will also not be paid until July 1st.

Starting July 1, please remember to bill all services received in June to the prior month.  Consulting Firms: All progress estimates received in July for work completed prior to July 1, must end on June 30.  Estimates may not be combined to include work from both June and July

Ron Peck

Transportation Senior Mgr.

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