

PLEASE READ BEFORE Using the LPA **Procedures for Processing Invoices** Document

This applies to local Federal-aid transportation projects.

1. For projects underway, if...
 - a. The project was under construction already on or before June 19, 2009, the policy does not apply.
 - b. The project was already authorized for design (preliminary/NEPA) on or before June 19, 2009, the policy does not apply, but the subsequent construction (CE) phase shall be administered according to the new policy.
2. Note the slight change from the version previously released June 25, 2009.
 - a. For construction engineer invoices, the LPA RC is to send the approved invoice with documentation to NDOR's SR (State Representative) with a copy to the Local Projects Division Project Coordinator (LPD PC).

**LOCAL PUBLIC AGENCIES
PROCEDURE FOR
PROCESSING INVOICES
Revised June 26, 2009**

Acronyms

CE	Construction Engineering
SR	NDOR State Representative
Inv/PR	Invoice and Progress Report
LPDPC	NDOR Local Projects Division Project Coordinator
PE	Preliminary Engineering
PPDD	NDOR Planning and Project Development Division
RC	Local Public Agency Responsible Charge

ELECTRONICALLY

- PE Services provided by a consultant:
 1. Consultant e-mails Inv/PR to RC
 2. RC reviews and forwards approval to appropriate LPDPC
 3. LPDPC reviews and forwards approval to PPDD for processing

- CE Services provided by a consultant:
 1. Consultant e-mails Inv/PR to RC
 2. RC reviews and forwards approval to SR with a copy to LPDPC
 3. SR reviews and forwards approval to PPDD for processing with a copy to LPDPC

POSTAL

- PE Services provided by a consultant:
 1. Consultant mails Inv/PR to RC
 2. RC reviews and forward approval to appropriate LPDPC
 3. LPDPC reviews and forwards approval to PPDD for processing

- CE Services provided by a consultant:
 1. Consultant mails Inv/PR to RC
 2. RC reviews and forwards approval to SR with a copy to LPDPC
 3. SR reviews and forwards approval to PPDD for processing with a copy to LPDPC

COMBINATION POSTAL/ELECTRONIC

- At any point in the process, any party may scan the Inv/PR and forward their approval to the appropriate party.