

**New Jersey Department of Transportation
QUALITY IMPROVEMENT ADVISORY**

QUALITY MANAGEMENT SERVICES

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QIA No. QIA023

Approved: B. Strizki

Date: 5/17/2000

Process Affected:

Scope Design Right of Way Utilities Environmental Historic Construction

Bureaus Affected: All Design Consultants
Project Management

Procedure(s) Affected: Invoice Processing
(Section 19.7 Procedures Manual)

Route & Section: N/A

County/Municipality: N/A

Project Summary: N/A

Nature of Problem(s):

It has been noted that a good number of consultants are sending invoices with attached photocopies of time sheets. The photocopies are not necessary and result in additional copying, handling, storage costs, etc. While attempts have been made to advise consultants not to send copies of time sheets, they were not successful.

Recommendation(s):

While it is stated in the Procedures Manual that Consultant Invoices are required to contain sufficient supporting documentation, the following clarifications are being made:

1. Consultants are advised to send only Certified Payroll Records applicable to each invoice being submitted. The records shall be comprised of a summary of the following:
 - Name, Title and ASCE Grade of Employee
 - Number of hours worked during the invoice period
 - Employee Salary
2. Photocopies of time sheets are not required to be submitted with the invoices, however, consultants are required to retain these supporting documents in accordance with the "Retention of Records" provision of the Consultant Agreement.

The above clarifications in the procedures will result in an ease of handling as well as related cost savings.

Implementation: *Immediately*

Impact Assessment:

Cost Impact:

Schedule Quality Cost Scope

Superseded