Invoicing is a request for payment for completed work or services. This chapter outlines Project Manager and Consultant responsibilities for processing invoices.

Consultant Invoice Transmittal System (CITS)

All professional services contracts are invoiced through CITS. The Project Manager and Consultant must follow the requirements contained within the ***CITS Manual*** to assure that invoices are processed and paid promptly in accordance with statutory provisions (***Section 215.422. F.S.***). Additional information can be found on the ***Procurement Office website*** under "*More…*".

The Project Manager should work with Professional Services Unit (PSU) staff to ensure that contract data is properly loaded into the system.

CONSULTANT RESPONSIBILITIES

The Consultant must ensure invoices are accurate and conform with the method of compensation terms specified in the executed contract. The Consultant should provide supporting documentation evidencing the delivery of services prior to the payment request. Submittal of a monthly progress report, which frequently provides the necessary back-up information needed to approve an invoice, should be coordinated with the invoice submittal. The consultant will report subconsultant (DBE and non-DBE) payments through the ***Equal Opportunity Compliance (EOC) System*** on the internet.

The Project Manager is not automatically notified by CITS that an invoice has been submitted, unless they have been set up as a reviewer in CITS. A good practice is to send the Project Manager an e-mail notification that an invoice has been loaded into CITS and attach an electronic copy of the monthly progress report.

Lump sum contract invoicing and payments should be based on completion of project milestones in the contract's "Method of Compensation" section.

Task Work Order (TWO) contract invoicing should be submitted regularly. A single invoice should be submitted that includes all TWO charges for the billing period. However, if a question that may delay approval of a task is anticipated, invoicing that task separately may be justified so the full invoice is not delayed.

PROJECT MANAGER RESPONSIBILITIES

The Project Manager must assure services were provided, the payment is in accordance with the contract, and the invoice is properly documented. The Project Manager must perform the following CITS related activities:

- Verify that the payment request billing period agrees with submitted documentation.
- Amount(s) invoiced are in accordance with the contract for the services received and is correctly entered into CITS.
- Ensure the services rendered were satisfactory through coordination with support staff and subject matter experts. Payment should be withheld for incomplete or poor-quality work.
- Review invoice to ensure charges are reasonable, allowable and necessary.
- Designate a back-up reviewer if not be available to act on an invoice.

The Consultant's failure to submit subconsultant payment information may be cause for rejection of the invoice. Prior to rejecting invoices in CITS, the Project Manager should confer with the Consultant to ascertain why subconsultant payment information is not being entered in a timely manner. It is good practice to notify the Professional Services section within the Procurement Office when

rejecting an invoice for a consultant's failure to pay subconsultants or their failure to enter subconsultant payment data into the EOC System.

Projects Not Using CITS

Projects not under CITS require a "hard copy" transmittal, which requires more time to prepare and process. An ***Invoice Summary Sheet, Form 375-030-5B***, is available on the ***Forms and Procedures Office Website***. The invoice format and supporting data should be agreed upon prior to submission of the first invoice.

Project Close Out

The Project Manager should work with the District Professional Services Unit (PSU), Work Program Manager and Comptroller's staff to close out the project when the project is brought to completion. The Project Manager must ensure that final invoices are submitted and processed soon after the services under the contract/TWO are complete and accepted. The PM must also ensure that any lump sum elements of the contract have been invoiced. Upon payment of the final invoice, the Project Manager must work with the District PSU and Work Program Office to un-encumber any remaining funds.