



ALABAMA DEPARTMENT OF TRANSPORTATION

Local Transportation Bureau

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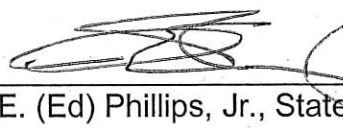
Kay Ivey
Governor

John R. Cooper
Transportation Director

October 24, 2018

MEMORANDUM FY 2019-2

TO: Metropolitan Planning Organizations
Rural Planning Organizations

FROM: 
D.E. (Ed) Phillips, Jr., State Local Transportation Engineer

Reference: MPO FY 2019 Invoices

This memorandum is to provide new rules regarding FY 2019 invoices. RPOs and Non-TMA MPOs can submit a minimum of four invoices a year (quarterly), but no more than one per month. TMAs will continue at their current rate. As a reminder, items 1,2,3,4,9, and 14 on the Form F-25 must be correct or a corrected invoice will be requested. Item 4 should reference the date of the invoice period (example: 10/01/2018 – 11/05/2018).

The invoice packet for FY 2019 will be as follows: two white copies of the Form F-25, notarized with original signature, addressed to Mr. D.E. Phillips, Jr., P.E., Attn: Michael Hora, P.E., two copies of the recap sheet, one copy of back-up documentation and one cover letter. Fee amounts are listed on item 8 of the attached Form F-25. Please verify those amounts are consistent with your FY 2019 work program. Regarding the cover letter, continue to include the date, invoice number, project number, amount requested, reporting period, and signature of your Director.

Documentation should be submitted for all purchases. RPOs will no longer be required to submit a summary report but instead should also provide documentation of purchases. The attached sample listing should be considered sufficient documentation for local mileage, postage, and copies. Expenses benefiting the individual and not the organization (i.e. certain subscription dues) are unallowable, and any expense that may be used for more than planning operations (i.e. phone service) should be an indirect or shared expense.

Please submit your Indirect Cost Allocation Plan with your first invoice. Also, we have attached a copy of your Financial Assistance Agreement for your information. Contact Michael Hora at 334-242-6517 or horam@dot.state.al.us if there are further questions or visit the STAARS website at <http://vendors.alabama.gov/> to track payments.

DEP:mh
Attachments

Mr. Michael Hora, Assistant State Local Transportation Engineer
Mr. Bryan Fair; Mrs. Karen Carr-Jones, Planning Coordinators