

MaineDOT LAP Invoices

Municipalities must include the following information on the coversheet of their invoices:

- Municipal letterhead.
- Invoice number.
- Date of the invoice.
- Cover sheet revision date (when applicable).

MaineDOT LAP Invoices

- MaineDOT WIN.
- Contract number (20 digits).
- Service dates for billing period
(From: mm/dd/yyyy To: mm/dd/yyyy).
- Total invoice amount.
- A breakdown of the total invoice to show the State/Federal share and the local share.
- A list of all the sub-contractor charges.

MaineDOT LAP Invoices

What should accompany the LAP invoice?

- Copies of consultant invoices/receipts.
- Copies of the Municipality's receipts.
- Monthly Status Report.

MaineDOT LAP Invoices

What should NOT be on an invoice?

- Any local amounts that are not in the project agreement.



Monthly Progress Report

Information will include:

- Written statement describing work accomplished during the period and to date.
- Estimate of the percentage of work completed.
- Estimate of the effort needed to complete the work.



Monthly Progress Report

- Percentage of contract time elapsed and percentage of amount expended.
- Contract modifications to date.
- Document anticipated problems and possible solutions.



Monthly Progress Report

Progress reports must be submitted to MaineDOT **monthly** regardless of whether payments are due.



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Monthly Progress Report

Why?

- Communicate status of budget & schedule
- Allow project manager to update system
- Make project manager aware of any issues

THANK YOU

QUESTIONS?



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