



ALABAMA DEPARTMENT OF TRANSPORTATION

Local Transportation Bureau

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Kay Ivey
Governor

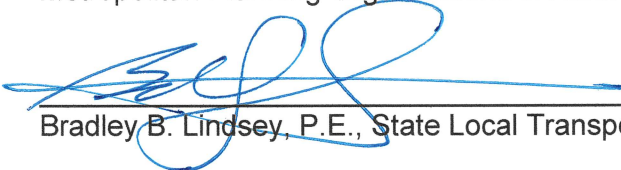
John R. Cooper
Transportation Director

October 6, 2023

MEMORANDUM 2024-1

To: Metropolitan Planning Organizations & Rural Planning Organizations (MPO/RPO)

From:


Bradley B. Lindsey, P.E., State Local Transportation Engineer

Reference: MPO/RPO FY-2024 Invoices

This memorandum will update and replace any reference to Memorandum 2021-14 dated October 1, 2021, regarding invoicing procedures for MPOs/RPOs.

Invoices for federal reimbursement should be submitted on Forms F-25. A link to this form is:
<https://cpmsapps.dot.state.al.us/ConsultantManagement/FormsDownloadsLinks.aspx>

RPOs and Non-Transportation Management Areas (TMA) can submit a minimum of four (4) quarterly invoices a year. These may not be submitted more often than once per month. TMAs may continue at their current rate of once per month. It is important for ALDOT to receive invoices monthly so that invoicing isn't held for errors or omission near the end of the fiscal year. As a reminder, items 1,2,3,4,9 & 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 (Ex., 10/01/2023-9/30/2024).

Until further instructions are given, scanning of invoices with backup documentation is allowed. Please send these invoices to your MPO Coordinator/Planner. U.S. Mail copies should be addressed to Mr. Bradley B. Lindsey, P.E., State Local Transportation Engineer, 1409 Coliseum Blvd., Room D-101, Montgomery, AL 36110-2060. For correct delivery of mail, please purge your old mailing labels and remove old names as this is very important for invoices, correspondence and agreements, etc.

The invoice packet for FY-2024 should include two copies of the Form F-25. These forms must be notarized with original signatures and notary expiration date that is not expired. Additionally, the packet should have one copy of the back-up documentation and one cover letter addressed to Mr. Bradley B. Lindsey, P.E., State Local Transportation Engineer. Include in the letter the date, the invoice number, project number, amount requested, reporting period and signature of your Executive Director.

Documentation should be submitted for all purchases. As listed in the recently approved Financial Assistance Agreement for your agency, purchases of any single item over \$1,500 must have prior written approval. General office supplies, postage, copies, and mileage no longer require documentation.

Membership dues that are under the name of the agency are allowed. Membership dues for individual staff members are not allowed for reimbursement. (Ex., American Planning Association, AICP, etc.) The individual staff member's dues are a personal expense.

Reimbursement for payment must be in by the third week in November, as referenced in the Financial Assistance Agreement. Charges may not be carried over to another fiscal year invoice after year-end close out.

Indirect Cost Plans must be submitted with your first invoice. You may also track your payments using the STAARS website at <http://vendors.alabama.gov>.

If there are any further questions, please contact Robert B. Dees, at Deesr@dot.state.al.us or (334) 242-6818.

BBL:RBD:cpg

C: MPO Invoice File 2024

E-file

John Whiteside, Assistant Director of Finance & Audit
Local Transportation Bureau Planning Staff