



ALABAMA DEPARTMENT OF TRANSPORTATION
Design Bureau-Traffic Engineering Division



Kay Ivey
Governor

Rail Programs Section
1409 Coliseum Boulevard, Montgomery, Alabama 36110

John R. Cooper
Transportation Director

Standard Accounting Practices for Invoice Submittal to ALDOT

Invoice Submittal:

Bill to: Alabama Department of Transportation
State Design Engineer
1409 Coliseum Blvd.
Montgomery, Alabama 36110

ATTN: Rail Programs Section (DESIGN)

Invoices must include the following information:

- **ALDOT Project Number** - Example: BRF-0008(529)
- **Project Location:** County, City, Route/Street Name
- **Project Description** - Example: Resurfacing State Route 29
- **US DOT Crossing** - Example DOT 637529A (list all that apply)
- **Progressive Billing** - Example "PB-9" or Progressive Billing #9
- **Final Bill** - State "Final Bill" on invoice when applicable
- **Force Account Estimate** – State "Force Account Estimate" on invoice if applicable
- **Invoice Number**
- **Itemized list of charges** (to include Date of Service, Description of Service, Quantity, Rate, and Total)

Additional Information:

- When PE is performed by an outside agency, the invoice from the outside agency must be included with the invoice for payment.
- Fiscal year closeouts: ALDOT fiscal year is from Oct. 1st -Sept. 30th. A couple of months before and after those dates, invoice processing maybe is delayed.
- Ensure any requests for documentation be provided upon request, to prevent any prolonged delays in processing invoices.
- Ensure vendor account information is current in State of Alabama Accounting and Resource System (STAARS): <http://vendors.alabama.gov>.
- Ensure vendor account information in STAARS and invoice remittance information matches exactly.
- All Federal-Aid funded project invoices must be submitted within 12 months of project completion or the completion of request services of the project in accordance with Federal Highway Administration’s Federal Aid Highway Policy Guide, Title 23 CFR 140, Subpart I for payment.

Contact Information:

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