

## **Electronic Invoicing for Consultant Contracts**

Electronic Invoicing will expedite invoice reviews, approvals and payments.

- ⌚ The consultant will send the required invoice information requesting review and payment to the District/Division Project Manager. The invoice should be in a protected format, for example a PDF file.
  - The Project Manager will furnish the proper email address for the electronic invoice mailing.
  - The Project Manager will send the invoice to [Contractual.Payments@modot.mo.gov](mailto:Contractual.Payments@modot.mo.gov)
  
- ⌚ The Project Manager will review and address any invoice questions with the consultant. If the consultant resubmits the invoice, the date of the invoice should be changed to reflect the correct submittal date.
  - When all issues are resolved the Project Manager will approve the invoice and forward it to [Contractual.Payments@modot.mo.gov](mailto:Contractual.Payments@modot.mo.gov) and [DEInvoiceAdmin@modot.mo.gov](mailto:DEInvoiceAdmin@modot.mo.gov)
  - Hardcopies of invoices can be sent to MoDOT, Controller's Office Attn: Sandy Hagenhoff and MoDOT Design Division Attn: Sandra Riley.
  
- ⌚ If the contract is through the Bridge Division send the invoice and payment request to [BRInvoiceAdmin@modot.mo.gov](mailto:BRInvoiceAdmin@modot.mo.gov)

Electronic Funds Transfer is also available to allow electronic payments. Please see the link at [http://www.modot.mo.gov/business/consultant\\_resources/ElectronicFundsTransferInformation.htm](http://www.modot.mo.gov/business/consultant_resources/ElectronicFundsTransferInformation.htm)