



December 12, 2024

Staying Out of the Rejection Lane

2024 PEPS Conference

Anitra Lewis, Projects Accounting Manager – American Structurepoint, Inc.

Presentation Topics

1

Lump Sum

2

Specified Rates/Unit Costs (Hourly)

3

Questions & Discussion

Lump Sum

Master Template Updates


- Update with any new information or new Project CSJ

<p>Master Project (CSJ or Detail No.)</p> <p>The approved Project (CSJ or Detail No's.) will be provided by the TxDOT Project Manager (PM) for the particular Work Authorization (WA).</p> <p>The Project (CSJ or Detail No's) shown below will auto populate the drop down menu of the Deliverable Summary tab of this Invoice Template. Click on the drop down menu starting with Cell A43, A74, etc. to select the applicable CSJ.</p> <p>All corresponding tabs in the Invoice Template will be auto populated with corresponding Subtotal Line No's that have been selected using the drop down menu in the Deliverable Summary tab for the particular billing period.</p> <p>Note: Not all Project (CSJ or Detail No.'s) in this list will be used for every billing period.</p>		
1		
2	Subtotal Line No.	Project (CSJ or Detail No.)
3	1	2528-01-006
4	2	2370-01-009
5	3	
6	4	
7	5	
8	6	
9	7	
10	8	
11	9	

[Instructions](#) Click here for instructions for this tab

Invoice Tab Header


- Update the tab, same are the Specified Rates Unit Cost information.

		Template Updated: Sept 2023 -Ver 11		Provider Invoice No.		181719
		Provider Invoice Date 10/18/2024		Combined Invoice Template Log No.		2
				PeopleSoft (PS) Contract No.		13370
				PS Work Authorization (WA) PO No.		34415
				TxDOT Invoice No.		6
INVOICE						
Provider Name:		American Structurepoint, Inc.		Legacy Contract No.		36-2IDP5013
Provider ID No.		13511273172		Contract Amount:		\$10,000,000.00
Remittance Address:		9025 River Road		Contract Expiration Date:		3/15/2028
		Suite 200		Legacy WA No.		8
		Indianapolis, IN 46268		WA Authorized Amount:		\$1,644,834.44
Deliverables Submittal Date:		9/1/2024		WA Execution Date:		3/12/2024
Deliverables Accepted Date:		9/30/2024		WA Expiration Date:		3/15/2028
WA Project Manager (Provider):		Adam Pfeffier		WA Payment Type(s) for this WA:		Lump Sum
						Specified Rate/Unit Cost
DBE/HUB Goal Assignment for Contract and %:		HUB		WA Project Manager (TxDOT):		Raul Rodriguez

Signature Authority Tab

- Update the tab, same as the Specified Rates Unit Cost information.

PROMPT PAYMENT VERIFICATION			
I certify that all subproviders, except for any listed on the attached Prompt Payment (PP) Certification form (if applicable) have been paid according to PP law according to the Articles of the contract (within 10 days of receipt of payment) for the billing period indicated below. I understand that the state will perform a periodic verification of PP by requesting supporting documentation such as cancelled checks or electronic bank transfers to support PP. (If any subproviders were not paid in accordance with PP, then a completed PP form shall be attached.)			
Provider Invoice No. for PP Verification	Date Provider Received Payment MM/DD/YY (for PP Verification)	Begin Service Date MM/DD/YY (for PP Verification)	End Service Date MM/DD/YY (for PP Verification)
179701	09/26/24	07/01/24	07/31/24
Provider Authorized Signature			
Name	Adam Pfeiffer		
Title	Project Manager		
Phone #	402.672.8453		
Email	apfeiffer@structurepoint.com		
Provider Invoice Date	10/18/24		


 This date must be the same date that the invoice is submitted to the PEPS Invoice Center for processing. Verify correct date is auto populated on the Invoice tab - Cell D4.

Work Authorization Status Summary Tab

- Update the tab, same as the Specified Rates Unit Cost information.

Work Authorization Financial Summary	
WA Authorized Amount	\$1,644,834.44
Previous Invoiced Amount	\$742,568.58
Total Combined Invoice Amount (including any supplemental invoices, if applicable)	\$151,845.77
Total Invoiced to Date (including this invoice and any supplemental, if applicable)	\$894,414.35
Balance Remaining	\$750,420.09

Deliverable Summary

Deliverable Breakdown By Project (CSJ/Detail) and Source (Function Code)

PROJECT (CSJ or Detail No.) (Select from Drop Down Menu - Cell 43, 74, etc.)	SOURCE (LEGACY FC) (Select from Drop Down Menu - Cell 43, 74, etc.)	DELIVERABLE DESCRIPTION	DELIVERABLE AMOUNT (Must be billed by completed line item shown in the Table of Deliverables)
2528-01-006	120	Social and Econ	\$187.59
2528-01-006	120	Subtotal Line 1	\$187.59
2528-01-006	130	Right of Way Survey Data	\$4,099.15
2528-01-006	130	Subtotal Line 2	\$4,099.15
2528-01-006	160	Roadway Design	\$35,152.66
2528-01-006	160	Subtotal Line 3	\$35,152.66
2528-01-006	161	Drainage	\$23,208.95
2528-01-006	161	Subtotal Line 4	\$23,208.95
2528-01-006	145	Managing Contracted/Donated	\$10,620.00
2528-01-006	145	Subtotal Line 5	\$10,620.00
2528-01-006	163	Bridge Design	\$19,521.08
2528-01-006	163	Subtotal Line 6	\$19,521.08
2370-01-009	120	Social and Econ	\$159.02
2370-01-009	120	Subtotal Line 9	\$159.02
2370-01-009	130	Right of Way Survey Data	\$5,246.62
2370-01-009	130	Subtotal Line 10	\$5,246.62
2370-01-009	160	Roadway Design	\$42,017.51
2370-01-009	160	Subtotal Line 11	\$42,017.51
2370-01-009	161	Drainage	\$8,513.69
2370-01-009	161	Subtotal Line 12	\$8,513.69

Deliverable Summary

- Complete and update the deliverable detail section located at the bottom of the page.
- Enter the deliverable date and change the description if necessary.

DELIVERABLE DATE	DELIVERABLE DESCRIPTION	% OF TOTAL SCOPE	DELIVERABLE AMOUNT
8/31/2024	Signing, Paving and Markings	0.8%	\$13,271.26
8/31/2024	Social and Econ	0.0%	\$375.19
8/31/2024	Right of Way Survey Data	0.4%	\$6,148.72
8/31/2024	Roadway Design	2.1%	\$35,152.65
8/31/2024	Drainage	1.4%	\$23,208.96
8/31/2024	Miscellaneous	1.0%	\$15,647.88
8/31/2024	Managing Constructed Donated PE	0.4%	\$7,079.99
8/31/2024	Social and Econ	0.0%	\$318.06
8/31/2024	Right of Way Survey Data	0.5%	\$7,869.95
8/31/2024	Roadway Design	2.6%	\$42,017.51
8/31/2024	Drainage	0.5%	\$8,513.69
8/31/2024	Miscellaneous	1.0%	\$17,200.93
8/31/2024	Signing, Paving and Markings	0.9%	\$14,571.10
TOTAL:			\$215,777.24

CSJ Spreadsheet

- Use information from the CSJ or TOD you should have received from the project manager.

LUMP SUM	Function codes	Amount	CSJ			
	FC 102(110)		2528-01-006			
	FC 120(120)	\$ 187.59				
	FC 130(130)	\$ 4,099.15				
	FC 160(150)	\$ -				
	FC 160(160)	\$ 35,152.66				
	FC 160(161)	\$ 23,208.95				
	FC 160(162)	\$ -				
	FC 160(163)	\$ -				
	FC 145(145,164)	\$ 10,620.00				
	FC 160(170)	\$ 19,521.08				
	FC 102(110)		2370-01-009			
	FC 120(120)	\$ 159.02				
	FC 130(130)	\$ 5,246.62				
	FC 160(150)	\$ -				
	FC 160(160)	\$ 42,017.51				
	FC 160(161)	\$ 8,513.69				
	FC 160(162)	\$ -				
	FC 160(163)	\$ -				
	FC 145(145,164)	\$ -				
	FC 160(170)	\$ -				
	Totals	\$ 148,726.27				
SPECIFIED RATE	Function codes	Amount	CSJ	AG3	Midtown	
	FC 130(130)	\$ -	2528-01-006			
	FC 160(150)	\$ -				
	FC 130(130)	\$ -	2370-01-009			
	FC 160(150)	\$ -				
	Totals	\$ -		\$ -	\$ -	

TABLE OF DELIVERABLES Spreadsheet

- Enter the deliverable information based on the FC and CSJ numbers from the above documents. Make sure to uncheck the blank box under the filter tabs to view all fields.

Function Codes	Deliverable Submittal	Summary of Activities and Deliverable Items	Percentage of Work by Function Code	Lump Sum Amount Payable for listed Deliverables	Cumulative Total By Function Code	Cumulative Percentage of Work by Function	Date Deliverables Submitted to the TxDOT PM	Provider Invoice Number	Provider Invoice Date (date submitted for payment)	Total Amount Billed (per line item)
FC 102(110)	60% Submittal			\$0.00	\$26,225.18	100.00%				
FC 120(120)		60% submittal	10.00%	\$187.59	\$1,125.56	60.00%				\$187.59
FC 130(130)		Utility Coordination	10.00%	\$4,099.15	\$24,594.88	60.00%				\$4,099.15
FC 160(150)				\$0.00	\$23,037.62	100.00%				
FC 160(160)		60% Roadway submittal	15.00%	\$35,152.66	\$128,893.08	55.00%				\$35,152.66
FC 160(161)		60% Drainage submittal	15.00%	\$23,208.95	\$85,099.51	55.00%				\$23,208.95
FC 160(162)		60% Signing and pavement marking submittal	25.00%	\$13,271.25	\$26,542.51	50.00%				
FC 160(163)		60% Traffic Control plans	15.00%	\$15,647.89	\$57,375.57	55.00%				
FC 145(145, 164)		Monthly Progress Reports, Project tracking, Coordinate work with team members	15.00%	\$10,620.00	\$42,479.98	60.00%				\$10,620.00
FC 160(170)		60% Bridge submittal	20.00%	\$19,521.08	\$68,323.78	70.00%				\$19,521.08
FC 102(110)				\$0.00	\$0.00	0.00%				
FC 120(120)		60% submittal	10.00%	\$159.02	\$954.16	60.00%				\$159.02
FC 130(130)		Utility Coordination	10.00%	\$5,246.62	\$31,479.77	60.00%				\$5,246.62
FC 160(150)				\$0.00	\$24,800.74	100.00%				
FC 160(160)		60% Roadway submittal	15.00%	\$42,017.51	\$154,064.20	55.00%				\$42,017.51
FC 160(161)		60% Drainage submittal	15.00%	\$8,513.69	\$31,216.87	55.00%				\$8,513.69
FC 160(162)		60% Signing and pavement marking submittal	25.00%	\$14,571.09	\$29,142.19	50.00%				
FC 160(163)		60% Traffic Control plans	15.00%	\$17,200.93	\$63,070.07	55.00%				
FC 145(145, 164)				\$0.00	\$0.00	0.00%				
FC 160(170)				\$0.00	\$0.00	0.00%				
		Sub-Total		\$209,417.43	\$818,425.67	58.64%				\$148,726.27

Go Back to the Invoice Tab Summary

- Uncheck the blanks box under the filter tabs to view all fields.
- Make sure all rows appear and add the district number and the 2-digit Segment numbers if any of the rows are missing the information.

INVOICE SUMMARY								
AY (App/Fiscal Yr) 4 digit	DEPT (Budget Acct Source Unit)	Project Description						
2025	060070	TxDOT 5013 WA8 ODA FM 2448/FM 3334						
INVOICE DETAIL								
Line No.	DD (DIST/DIV Budget No.)	PCBU (Enter 2 Digit Seg ID No. Only)	PROJECT (CSJ or Detail No.)	AMOUNT	SOURCE (Legacy Function Code)	ACCT (Object of Expenditure)	(TxDOT Use Only) SFI Code	
1	6	76	2528-01-006	\$187.59	120	7256	PE	
2	6	76	2528-01-006	\$4,099.15	130	7256	PE	
3	6	76	2528-01-006	\$35,152.66	160	7253	PE	
4	6	76	2528-01-006	\$23,208.95	161	7256	PE	
5	6	76	2528-01-006	\$10,620.00	145	7256	PE	
6	6	76	2528-01-006	\$19,521.08	163	7256	PE	
9	6	76	2370-01-009	\$159.02	120	7256	PE	
10	6	76	2370-01-009	\$5,246.62	130	7253	PE	
11	6	76	2370-01-009	\$42,017.51	160	7256	PE	
12	6	76	2370-01-009	\$8,513.69	161	7256	PE	

Complete and Clean Up the Spreadsheet

- Remove the blank columns by using the filter dropdown button and uncheck the blank boxes.
- Go back to the invoice tab and enter the invoice detail information that's missing.
- Export only the Excel tabs you will need for invoicing into 1 PDF.
- Email one PDF of all the documents, including signed signature page to peps_invoice_center_district@inboundna11.springcm.com, and copy the TxDOT PM and consultant PM.

Specified Rates/Unit Costs (Hourly)

Master Template Set-Up

- Update the master template set-up with any new employees.

[Instructions](#) Click link to see instructions for this tab

This TAB shall be used for entering in the Master Lists for CSJs or Detail No., Employees, Staffing Categories, Unit Cost Items, Other Direct Expenses, and Subproviders.

Master List of Projects (CSJs or Detail No.)

The approved Project (CSJ or Detail No.'s) will be provided by the TxDOT Project Manager (PM) for the particular Work Authorization (WA).

The Project (CSJ or Detail No.'s) shown below will auto populate the drop down menu of the Labor Summary (Office) worksheet of this Invoice Template.

All corresponding worksheets in the Invoice Template will be auto populated with corresponding Subtotal Line No's that have been selected using the drop down menu in the Labor Summary (Office) worksheet for the particular billing period.

Note: Not all Project (CSJ or Detail No.'s) in this list will be used for every billing period.

Subtotal Line No.	Project (CSJ or Detail No.)
1	0911-00-149
2	2068-01-006
3	0138-06-049
4	
5	
6	
7	
8	
9	

Master List of Employees

Employee Name
1 Garcia, Roberto
2 Conroy, Gregory
3 Myers, Brett
4 Naillon, Dennis
5 Wilson, Craig
6 Eneyew, Zelalem
7 Johnson, Reid
8 Pfeiffer, Adam
9 Sulaica, Heather

Master List of Staffing Categories and Rates

Staffing Category	Contract Rate
1 Engineer (Project) Senior	\$ 251.89
2 Engineer-In-Training	\$ 117.97
3 Deputy Project Manager	\$ 271.02
4 Engineer (Design)	\$ 175.36
5 Project Manager	\$ 334.79
6 Quality Manager	\$ 286.96
7 Engineer (Project)	\$ 140.99
8 Engineer Technician	\$ 110.00
9 Quality Manager	\$ 286.96

Master List of Unit Cost Items

Unit Item	Unit Cost Rate
1	
2	
3	
4	
5	
6	
7	
8	
9	

Master List of Other Direct Expenses

NOTE: Since Actual Rates vary, DO NOT enter a rate below ONLY enter the Expense type. Actual Rates are to be entered on the ODE TAB and associated with the appropriate Expense.


Expenses	Expense Cost (FIXED RATES)
1 Mileage	
2	
3	
4	
5	
6	
7	
8	
9	

Master List of Subproviders

Subproviders
1 OMEGA Engineers, Inc.
2 Hardesty & Hanover LLC
3 Infrastructure Associates, Inc
4 Midtown Engineers, LLC
5 Dizon, Inc
6 Rabak Kistner Inc
7 Surveying and Mapping LLC
8 TAM Consulting Services LLC
9 Hall Associates, Inc.

Invoice Tab

- Provider Invoice number (firm invoice number) & TxDOT invoice number (number of invoices submitted).
- Beginning and ending service dates.

		Template Updated: Sept 2023-Ver 1.4		Provider Invoice No.		181120	
		Provider Invoice Date		09/27/24		Combined Invoice Template Log No.	
				PeopleSoft (PS) Contract No.		13797	
				PS Work Authorization (WA) PO No.		24898	
				TxDOT Invoice No.		2	
INVOICE							
Provider Name:		American Structurepoint, Inc		Legacy Contract No.		12-3IDP5007	
Provider ID No.		35-1127317		Contract Amount:		\$10,000,000.00	
Remittance Address:		9025 River Road		Contract Expiration Date:		9/25/2028	
Indianapolis, IN 46240				Legacy WA No.		1	
				WA Authorized Amount:		\$995,955.62	
Begin Service Date:		6/1/2024		WA Execution Date:		4/5/2024	
End Service Date:		8/31/2024		WA Expiration Date:		3/31/2025	
WA Project Manager (Provider):		Roberto Garcia		WA Payment Type(s) for this WA:		Specified Rate/Unit Cost	
DBE/HUB Goal Assignment for Contract and %:		DBE 18.00%		WA Project Manager (TxDOT):		Cathy Loerch	

Signature Authority Tab

- Update the Prompt Payment Verification:

- Provided last paid invoice number.
- Date of the payment.
- Service dates of the paid invoice.

PROMPT PAYMENT VERIFICATION			
I certify that all subproviders, except for any listed on the attached Prompt Payment (PP) Certification form (if applicable) have been paid according to PP law according to the Articles of the contract (within 10 days of receipt of payment) for the billing period indicated below. I understand that the state will perform a periodic verification of PP by requesting supporting documentations such as cancelled checks or electronic bank transfers to support PP. (If any subproviders were not paid in accordance with PP, then a complete PP form shall be attached.)			
Provider Invoice No. for PP Verification	Date Provider Received Payment MM/DD/YY (for PP Verification)	Begin Service Date MM/DD/YY (for PP Verification)	End Service Date MM/DD/YY (for PP Verification)
177510	07/29/24	05/01/24	05/31/24
Provider Authorized Signature			
Name	Roberto "Robby" Garcia		
Title	Project Manager		
Phone #	512.494.6037		
Email	rgarcia@structurepoint.com		
Provider Invoice Date	9/27/24		

Work Authorization Status Summary

- Update the previous invoiced amount. Everything else will auto populate.

10	Work Authorization Financial Summary		
11	Authorized Amount		\$995,955.62
12	Previous Invoiced Amount		\$68,035.35
13	Amount of this Invoice		\$380,846.04
14	Total Combined Invoice Amount (including any supplemental invoices, if applicable)		\$380,846.04
15	Total Invoiced to Date (including this invoice and any supplemental, if applicable)		\$448,881.39
16	Balance Remaining		\$547,074.23
17	Invoice Summary		
18	Total Labor (Office)		\$126,808.03
19	Total Labor (Field)		
20	Total Unit Costs		
21	Subtotal		\$126,808.03
22	Adjustment (from previous billing - documentation required)		
23	Subtotal		\$126,808.03
24	Total Other Direct Expenses		
25	Total Travel Expenses		\$321.60
26	Total Amount Invoiced		\$127,129.63
27	Subprovider Firm Name		
28	OMEGA Engineers, Inc.		\$45,978.43
29	Surveying and Mapping LLC		\$207,737.98
53	Total Invoice Amount		\$380,846.04

Summary of Total Amount Invoiced

- Add the subconsultant information based on the CSJ and FC spreadsheet from the PM.
Keep in mind that some of the columns are hidden. If you are invoicing an additional sub provider, you will need to pull them in from the Financial Status summary tab then unhide the other columns to update the fee.
- All other information will auto-populate from the labor summary tab.

Project (CSJ or Detail No.) and Source (Legacy FC) will auto populate all tabs from the CSJ/FCs selected for the particular billing cycle using the Labor Summary (Office) tab.								Subprovider List: Billing Subprovider Firm Name p		
Line No.	Provider Labor (Office)	Provider Labor (Field)	Unit Cost Summary	Provider ODE	TE Summary	Project (CSJ or Detail No.)	Source (Legacy FC)	OMEGA Engineers, Inc.	Surveying and Mapping LLC	Total Amount
1	\$9,374.12				\$321.60	0911-00149	145			\$9,695.72
2	\$55,864.06					0911-00149	160			\$55,864.06
3	\$6,220.67					2068-01-006	110			\$6,220.67
4	\$12,446.90					2068-01-006	160			\$12,446.90
5	\$1,241.11					2068-01-006	145			\$1,241.11
6						0911-00-149	161	\$17,084.43		\$17,084.43
7						0911-00-149	163	\$24,827.12		\$24,827.12
8						2068-01-006	150		\$207,737.98	\$207,737.98
9	\$27,584.06					0138-06-049	160			\$27,584.06
10	\$9,724.84					0138-06-049	163			\$9,724.84
11	\$4,352.27					0138-06-049	145	\$4,066.88		\$8,419.15
Total	\$126,808.03				\$321.60			\$45,978.43	\$207,737.98	\$380,846.04

CSJ

LFK - ASI Invoice CSJ Breakdown					
FC	American Structurepoint	Omega	SAM	CSJ	
FC 102 (110)				0911-00-149	LFK CEC Support
FC 120 (120)				0911-00-149	
FC 130 (135)				0911-00-149	
FC 160 (150)				0911-00-149	
FC 160 (160)	\$ 55,864.06			0911-00-149	
FC 160 (161)		\$ 17,084.43		0911-00-149	
FC 160 (162)				0911-00-149	
FC 160 (163)		\$ 24,827.12		0911-00-149	
FC 145 (145, 164)	\$ 9,374.12	\$ 4,066.88		0911-00-149	
FC 160 (170)				0911-00-149	
Expenses				0911-00-149	
FC 102 (110)	\$ 6,220.67			2068-01-006	FM 2076 Rehab Widening
FC 120 (120)				2068-01-006	
FC 130 (135)				2068-01-006	
FC 160 (150)			\$ 207,737.98	2068-01-006	
FC 160 (160)	\$ 12,618.26			2068-01-006	
FC 160 (161)				2068-01-006	
FC 160 (162)				2068-01-006	
FC 160 (163)				2068-01-006	
FC 145 (145, 164)	\$ 1,241.11			2068-01-006	
FC 160 (170)				2068-01-006	
Expenses	\$ 351.08			2068-01-006	
FC 102 (110)				0138-06-049	US 259 Overlay
FC 120 (120)				0138-06-049	
FC 130 (135)				0138-06-049	
FC 160 (150)				0138-06-049	
FC 160 (160)	\$ 27,823.16			0138-06-049	
FC 160 (161)				0138-06-049	
FC 160 (162)				0138-06-049	
FC 160 (163)	\$ 9,724.84			0138-06-049	
FC 145 (145, 164)	\$ 4,352.27			0138-06-049	
FC 160 (170)				0138-06-049	
Expenses	\$ 662.63			0138-06-049	
Total	\$ 128,232.20	\$ 45,978.43	\$ 207,737.98		
Invoice Total =>	\$ 381,948.61				

- Enter the information from your invoice and the PMs CSJ spreadsheet.
- Pay close attention to CSJ information and the amounts.

Go Back to the Invoice Tab

- Open the columns by unchecking the blanks box in the filter section. Make sure all rows appear and add the district number and the Segment ID number if any of the rows are missing the information.
- The Segment ID information will come from the FC List located within the spreadsheet and the ACCT Tab information will come from the information to the right of this tab. See next slide

INVOICE DETAIL							
Line No.	DD (DIST/DIV Budget No.)	PCBU (Enter 2 Digit Seg ID No. Only)	PROJECT (CSJ or Detail No.)	AMOUNT	SOURCE (Legacy Function Code)	ACCT (Object of Expenditure)	(TxDOT Use Only) SFI Code
1	11	76	0911-00149	\$9,695.72	145	7256	PE
2	11	76	0911-00149	\$55,864.06	160	7256	PE
3	11	76	2068-01-006	\$6,220.67	110	7256	PE
4	11	76	2068-01-006	\$12,446.90	160	7256	PE
5	11	76	2068-01-006	\$1,241.11	145	7256	PE
6	11	76	0911-00-149	\$17,084.43	161	7256	PE
7	11	76	0911-00-149	\$24,827.12	163	7256	PE
8	11	76	2068-01-006	\$207,737.98	150	7256	PE
9	11	76	0138-06-049	\$27,584.06	160	7256	PE
10	11	76	0138-06-049	\$9,724.84	163	7256	PE
11	11	76	0138-06-049	\$8,419.15	145	7256	PE

FC to ACCT Information

FC to ACCT (Object of Expenditure) Conversion	
FC (Legacy FC)	ACCT
100 (180)	7256
100 (181)	7256
100 (182)	7256
102 (102)	7256
102 (110)	7256
102 (126)	7256
102 (146)	7256
102 (169)	7256
102 (191)	7256
102 (195)	7256
120 (120)	7256
130 (130)	7253
135 (135)	7256
145 (145)	7256
145 (164)	7256
160 (150)	7253
160 (160)	7256
160 (161)	7256
160 (162)	7256
160 (163)	7256
160 (165)	7256
160 (166)	7256
160 (170)	7256
160 (190)	7256
192 (192)	7256
193 (193)	7256

Invoice Tab

- Remove all the blank columns in the entire workbook using the column drop down and checking the blanks box.
- Create a single PDF of all the tabs you need to submit to PEPS.
 - Your invoice and any supporting documents.
 - Progress report.
 - CSJ and TOD.
 - All invoices including the subconsultant.
- Email the entire invoice package to peps_invoice_center_district@inboundna11.springcm.com, and copy the TxDOT PM and the consultant PM.

Questions and Discussion

Anitra Lewis

Projects Account Manager, American
Structurepoint, Inc.

✉ Alewis@structurepoint.com

☎ (317) 547-5580