



One-on-One with the PEPS Invoice Center

2023 PEPS Conference

Tira Dobrozensky, Invoice Center Manager

Priscilla Vasquez, Invoice Center Lead

Nikki Cervantes, Invoice Center Lead

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- PEPS Invoice Center Mission

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- PEPS Invoice Center Team

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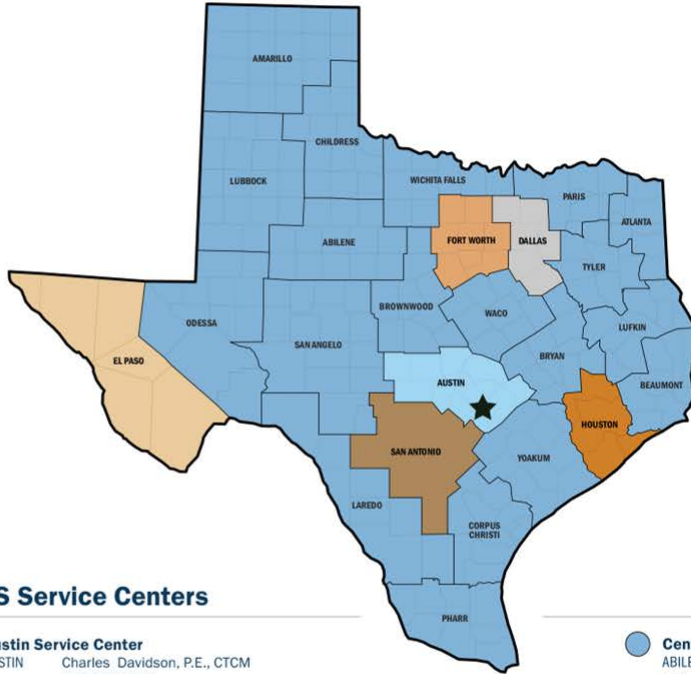
- Invoice Life Cycle

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- Invoice Timeline

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- One-on-One w/the Invoice Ctr Q & A



★ **PEPS Division**
Austin HQ

PEPS Division Director
Martin L. Rodin, P.E.
512.413.4310
Martin.Rodin@txdot.gov

Deputy Division Director
Lucio Vasquez, P.E.
512.925.9578
Lucio.Vasquez@txdot.gov

PEPS Support Centers

Business Operations Center
Roy Gonzales
512.781.8212
Roy.Gonzales@txdot.gov

Invoice Center
Tira Dobrozensky, CTCM
512.317.8511
Tira.Dobrozensky@txdot.gov

Center of Excellence
Dan Neal, P.E., P.G. CTCM, CTPM
512.416.2667
Dan.Neal@txdot.gov

DRIVE Program
Caleb Bryant, P.E., PMP
281.224.8484
Caleb.Bryant@txdot.gov

Center of Contract Utilization
Gail Morea, P.E.
713.876.1258
Gail.Morea@txdot.gov

Negotiations Center
Rebecca Pinto, P.E.
915.790.4344
Rebecca.Pinto@txdot.gov

Controls Center
Dione Albert
512.284.2093
Dione.Albert@txdot.gov

Support Services Center
Tina Farias, CTCM, CTCDC
432.202.2144
Tina.Farias@txdot.gov

PEPS Service Centers

● **Austin Service Center**
AUSTIN Charles Davidson, P.E., CTCM
512.832.7315
Charles.Davidson@txdot.gov

● **Dallas Service Center**
DALLAS Joseph Jancuska, P.E.
214.320.6187
Joseph.Jancuska@txdot.gov

● **El Paso Service Center**
EL PASO Jaime Perales, P.E., CFM
915.790.4231
Jaime.Perales@txdot.gov

● **Fort Worth Service Center**
FORT WORTH Natasha Tabatabaai, P.E.
469.766.9281
Natasha.Tabatabaai@txdot.gov

● **Houston Service Center**
HOUSTON Kimlinh Nguyen, P.E.
713.802.5799
Kimlinh.Nguyen@txdot.gov

● **Central Service Center**
ABILENE BRYAN LUBBOCK TYLER
AMARILLO CHILDRESS ODESSA WACO
ATLANTA CORPUS CHRISTI PARIS WICHITA
BEAUMONT LAREDO PHARR FALLS
BROWNWOOD LUFKIN SAN ANGELO YOAKUM

● **San Antonio Service Center**
SAN ANTONIO Clara Carbajal-Sanchez, P.E.
210.209.7885
Clara.CarbajalSanchez@txdot.gov

● **Service Center for Divisions**
AUSTIN Kori Rodriguez, P.E.
210.284.5048
Kori.Rodriguez@txdot.gov

PEPS Invoice Center



Oversee review and on-time payment of invoices for the PEPS Division

- Achieve 100% on-time payments to avoid costly penalties for TxDOT
- Process account receivables for PEPS Contracts and Work Authorizations
- Address account inquiries
- Monitor Prompt Payment Compliance



Invoice Center Manager - Tira Dobrozensky

Leads

Priscilla Vasquez
Nichole Cervantes



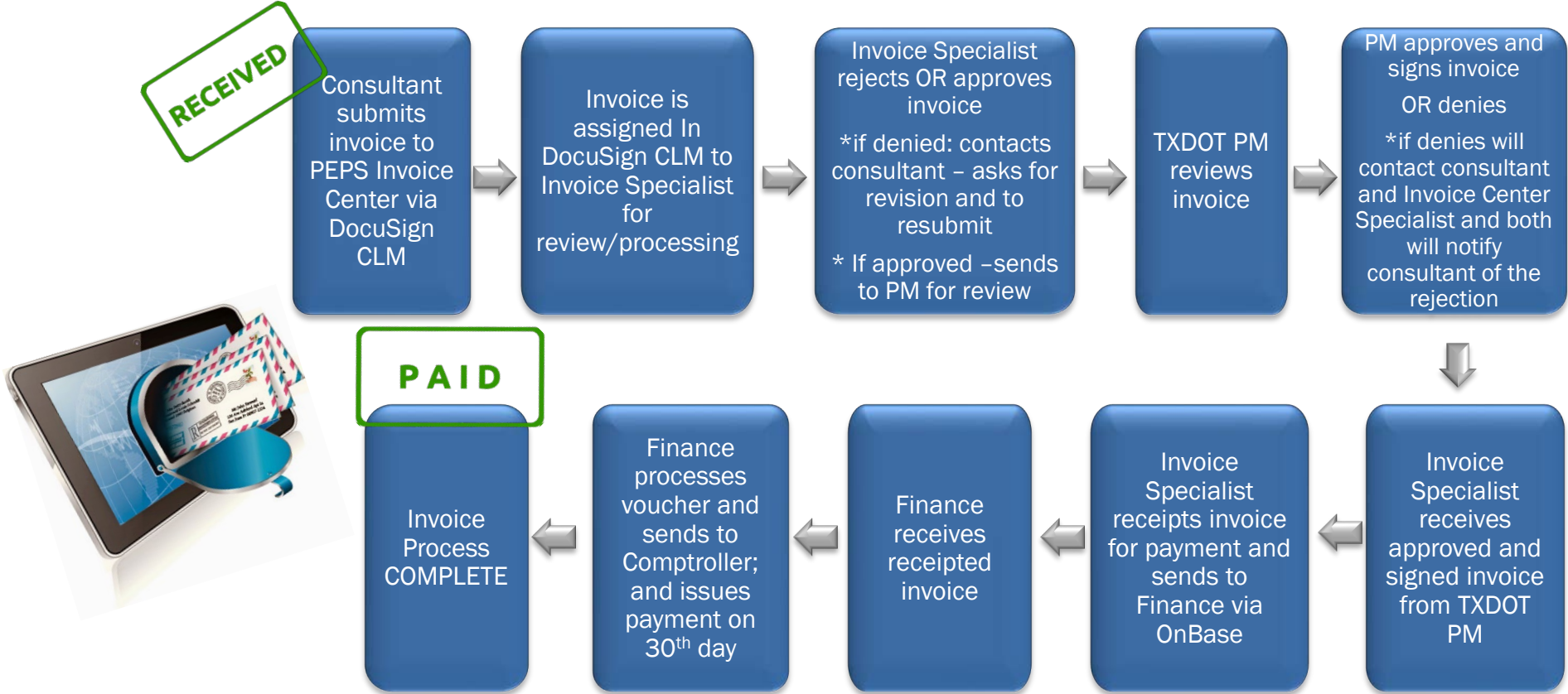
Invoice Specialists

Patricia Pascone
Joku Njoku
Crystal Mejia
Elizabeth Grado
Arlene Sanchez
Cassandra Johnson
Sergio Sanchez
Vanessa Morris

Angelica Garcia
Gina Lopez
Allison De Luna
Stephanie Arango
Stephanie Gutierrez
Tiffany Gomez
Diandra Inocencio

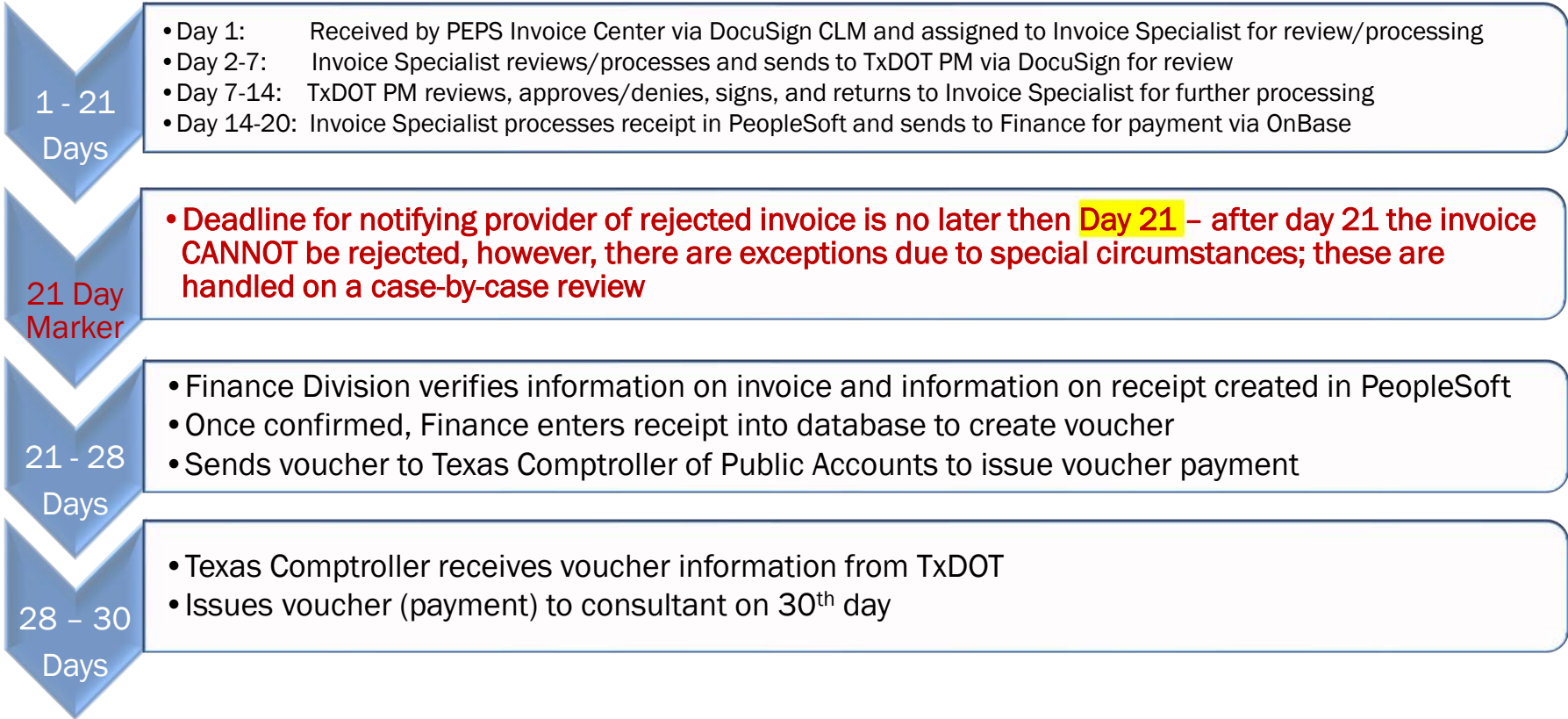
Invoice Life Cycle

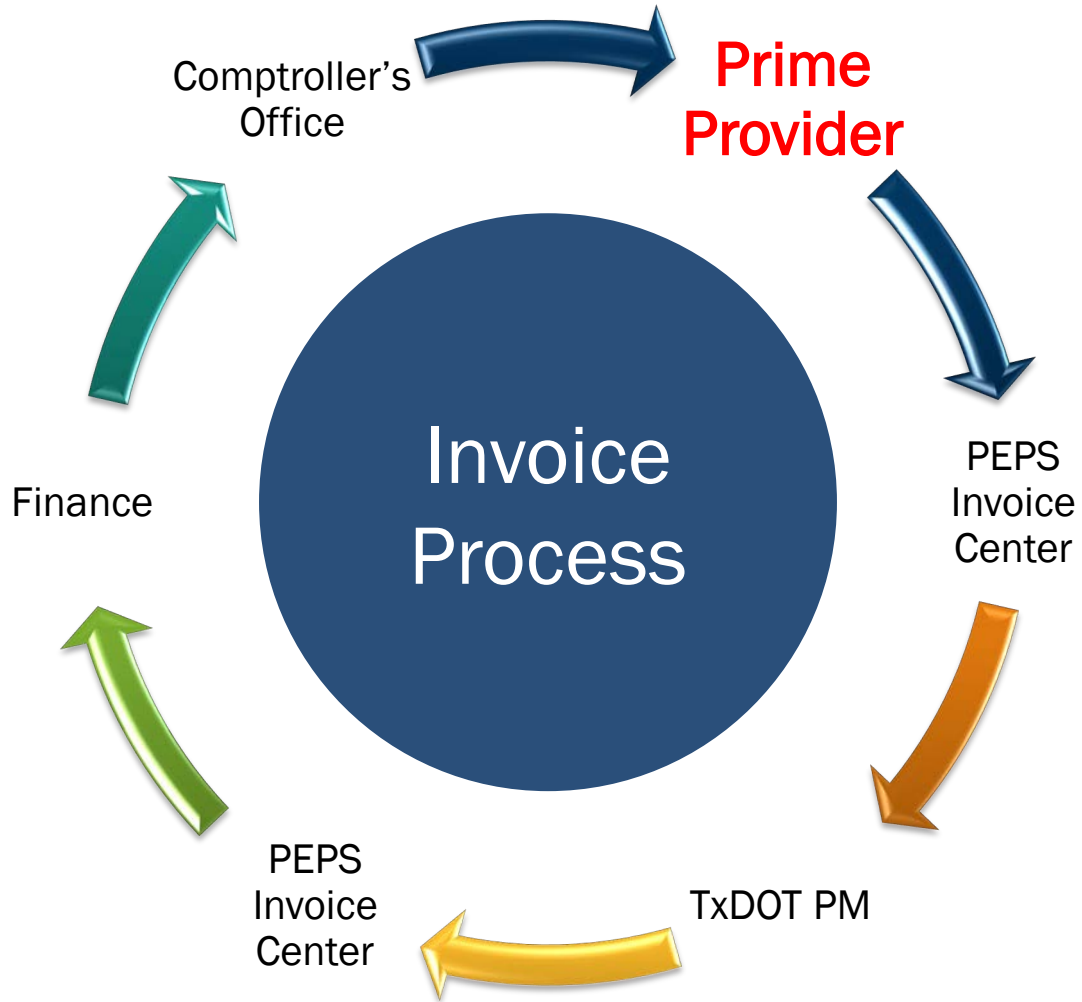
Invoice Life Cycle



Invoice Timeline

Breakdown of Timeline for Invoicing – calendar days NOT business days







DO NOT resubmit invoices without FIRST notifying the Invoice Center AND your TxDOT PM

Reasons WHY:

- Possibility of the invoice being processed twice
- Possibility of a duplicate payment
- Over payment to contract and Work Authorization
- Over payment will make funds unavailable for future invoices (until reimbursement is received and processed)
- Having to reimburse TXDOT for the overpayment
- Unnecessary work performed with processing the invoice multiple times

DO:

- Notify PEPS Invoice Center of the need to cancel previous invoice submitted
- Wait for the PEPS Invoice Center to give you the GO AHEAD to resubmit (this ensures previous invoice was cancelled out of the system and prevents any duplication)



State pays vendor 30 days from the date the invoice was received.

PLEASE hold off on payment status inquiries until 30 calendar days have passed from the date of invoice submittal.

If a payment status inquiry is received **BEFORE the 30 days from the date the invoice was received; we will **NOT** respond to the inquiry until the 31st day.**

Comptroller link to check for payment status:

<https://comptroller.texas.gov/programs/systems/direct-deposit/payment.php>




QUESTIONS?

Tira Dobrozensky

PEPS Invoice Center Manager


 Tira.Dobrozensky@txdot.gov

 (512) 317-8511

Priscilla Vasquez

PEPS Invoice Center Lead


 Priscilla.Vasquez@txdot.gov

 (356) 354-1396

Nikki Cervantes

PEPS Invoice Center Lead

 Nichole.Cervantes@txdot.gov

 (210) 753-9020