



125 EAST 11TH STREET, AUSTIN, TEXAS 78701-2483 | 512.463.8588 | WWW.TXDOT.GOV

January 29, 2021

Dear TxDOT Vendor:

The Texas Department of Transportation (TxDOT) continues to evaluate operational efficiencies for improvement opportunities. To ensure timely payment upon receipt of materials and services and in support of this important endeavor, we are reviewing and validating adherence to established invoicing policies.

Please review the following invoice submission requirements related to a purchase order (PO) carefully:

1. Invoices must be submitted after the goods have been delivered or services have been provided. No payment shall be made under the purchase order without the prior submission of detailed, correct invoices.
2. Invoices must be sent to the address or email address (preferred method) shown on the purchase order (PO) or subsequent address provided by TxDOT.
3. The invoice must at a minimum reflect the following:
 - a. Vendor name as it appears on the purchase order
 - b. Remit to address
 - c. Employer identification number (EIN) Federal Tax I.D.
 - d. Complete purchase order number from TxDOT (15-digit) or a Texas Smart Buy number (8-digit)
NOTE: If the goods or services were ordered from a Blanket Order, the PO number referenced must be the 15-digit Blanket Order Release. The 30-digit Blanket Order number is not acceptable.
 - e. Telephone number
 - f. Description of item or service(s) must appear in the same order as listed on purchase order. The item number(s) must correspond with the item number(s) on the PO.
 - g. Quantity, unit price and extended price of each line item
 - h. Grand total
 - i. Shipment date of merchandise or date service was performed
 - j. Any additional requirements as stated in the solicitation or specification.

Lack of adherence to these requirements will result in invoice rejection, which may delay payment and will require invoice resubmission to facilitate policy alignment and payment.

Payment for goods or services purchased with State-appropriated funds is made by check or by Direct Deposit from the State Treasury. Direct Deposit is the preferred method of payment.

Additional information and a Direct Deposit Authorization application may be found at:
<https://fm.x.cpa.state.tx.us/fm/payment/index.php>

No penalty for late payment will be incurred by TxDOT if payment is made on the 30th day after the latest of:

- The date the agency receives the goods under the contract; or
- The date the vendor completes performing its services for the agency; or
- The date the agency receives an accurate invoice for the goods or services.

If you have any questions, please contact:

Invoices, which have PO numbers that begin with:

60144 – Bryce Bayles at Bryce.Bayles@txdot.gov

60134 – Mandi Gipson-Mitchell at Mandi.GipsonMitchell@txdot.gov

60133 – Heather Burgess at Heather.Burgess@txdot.gov

60132 – Heather Burgess at Heather.Burgess@txdot.gov

60131 – Michelle Burcham at Michelle.Burcham@txdot.gov

601CT – Please contact the contract manager as designated in the PO, as the appropriate contact will vary by PO.


Purchase Orders – Dee Dee Evans at DeeDee.Evans@txdot.gov

Sincerely,

DocuSigned by:

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Kenneth Wood, CPPO, CTPM, CTCM
Statewide Procurement Director
Procurement Division

DocuSigned by:

710C9559BC8D43A...

Lanny Wadle
Deputy Director
Financial Management Division