The State is required by law (RCW 43.88, Budget and Accounting Act) to recognize expenditures in the proper biennium, and the accrual process has been developed to allow this to happen. Accrual Invoices are estimates for work completed or direct expenses accrued which is not finalized on your books, but is for work or expenses in the 2013 fiscal year (i.e., completed on or prior to June 30, 2013). These invoices will cover any labor and direct costs for your firms which are not able to be finalized in time for the biennium fiscal year closure invoice due July 8, 2013. Sub-consultants are also required to submit to you, as part of your Accrual Invoice, their own Accrual Invoices for any work and direct costs which they have not been able to invoice through June 30th on your July 8th invoice.

Note: Accrual Invoices must be received by the WSDOT Area Consultant Liaison and/or Project Manager on or before July 22, 2012. Accrual Invoices received after this date will not be able to be processed for Accruals and final invoices based on late accruals will go through the Belated Claims Process.

All Accrual Invoices, including sub-consultant invoices, must be labeled “ESTIMATE” or “ACCRUAL,” and it should be very clear that the invoice is an Accrual Invoice. This invoice must include all charges (labor and direct expenses, including sub-consultants, who must have their own Accrual Invoice as an attachment to yours) expected from the end of the last invoice period through June 30, 2013.

The dollar amount of the Accrual Invoice is to be based on the best information available to you and your sub-consultants, if any. If the exact dollar amount is not known, an estimate must be made using the most probable amount. If only a range is available to you, please use the higher amount in the range for the Accrual invoice.

We expect that an actual invoice will be submitted for any left over fiscal year work covered by the Accrual Invoice during the August invoicing period. In this one case, as a single exception to your payment clauses in the boilerplate agreement you have with us, we are asking that you send us two (2) invoices for August, one for the remaining work through June 30, and a second one for any work starting July 1. Do not include July work on any June work/accrual invoices or vice versa. Please be sure to reference the Accrual Invoice in the first invoice, so that we can match the actual invoice with the estimated invoice. If the invoice to clear the accrual is not able to be sent by the end of August, please contact your WSDOT Area Consultant Liaison and/or Project Manager.

Please note that, if your actual invoiced amount is higher than the Accrual Invoice amount, we will be able to pay only the amount shown on the Accrual Invoice. All other amounts, including any invoices sent without doing an accrual which include work through June 30, 2013, will go through a Belated Claims Process, under which the amount requested may or may not be approved. This process will require Office of Financial Management and Legislative approval for payment, if payment is allowed. The delay on your request for payment can take months, as each invoice must be dealt with on a project by project basis, and the invoice may be denied. Attached is a listing of all WSDOT Area Consultant Liaisons.

Please contact Erik Jonson at (360) 705-7106 if you have any questions about the process explained in these documents and contact your Area Consultant Liaison (see attached listing) if you have specific questions regarding your invoices.