June 11, 2013

Re: End of Fiscal Year Invoicing Procedures for all Active Agreements / Task Orders

This letter is written to request your help on our biennial accounts closure process, which occurs in July. As you may be aware, our fiscal year 2013 and biennium 2011-2013 ends on June 30, 2013. This date is fast approaching, and we need to pay invoices for work done in this fiscal year soon after that closure date.

To enable us to make payment within the short time frame following fiscal year end, we must have your original invoices for the agreement(s) noted above with all standard backup information, including sub-consultant invoices, to your Area Consultant Liaison no later than July 8, 2013. The invoice should not cover any hours or expenses beyond June 30, 2013, but must cover all work which was completed on your project on or before June 30. Sub-consultants (if any) must also invoice through June 30, 2013 and be included on your July 8th invoice. As a reminder, a copy of the invoice, with backup, should also be sent to the project engineer working with you on the particular agreement or agreements by July 8, 2013.

It is noted that many firms do not end their work period on June 30, and their books are set up on a different billing cycle. If you cannot invoice for all work completed on or before June 30th, you must submit an Accrual Invoice, which is an estimated (not an actual) invoice for work completed between the end of your invoicing period and the end of the biennium (June 30th). This Accrual Invoice must be received by the appropriate office by July 22, 2013 without exception. We are not able to accept Accrual Invoices after July 22, 2013. Please see the enclosed Accrual Invoice Information and Notes sheet for further details and requirements on Accruals.

Also, this letter supersedes all other End of Fiscal Year or Biennium invoicing letters you may have already received or will receive from other divisions of WSDOT.

We appreciate your help in getting your June invoices submitted on or before July 8, 2013. Please call me at (360) 705-7106 if you have any questions or concerns.

Sincerely,

Erik K. Jonson
Manager, Consultant Services Office

Enclosure: Accrual Invoice Information and Notes document
Listing of Active Agreements and/or Task Orders
Area Consultant Liaison Listing