



## **7.0 Invoicing Procedures**

### **7.1 SWEF Administrative Procedures & Guidelines**

### **7.2 Professional Service Costs Guidelines**

# Invoicing & Supporting Documentation Guidelines

## Wisconsin Department of Transportation

### Safety Weight Enforcement Facility (SWEF) Program

#### A. GENERAL

These guidelines cover the procedures and documentation used by service providers (Contractor) to invoice the Wisconsin Department of Transportation, Division of Business Management, Bureau of Business Services for services provided at Safety Weight Enforcement Facility (SWEF) sites. Such services include janitorial and landscape maintenance as well as minor repair projects.

**Contractor's invoices shall be sent to the DSPN RF Work Program Financial Manager for payment approval within 20 days after the end of the month of service.** Payment shall be made directly to the Contractor by the WISDOT within thirty (30) days of submittal in accordance with state law. DSPN shall be responsible for reviewing the invoices, assisting service providers with making any appropriate revisions, and approving payment. DSPN may send out credit memos requesting adjustments to the next month's invoice. These guidelines will be updated periodically as needed.

#### B. INVOICE TIMELINES

Contractor shall submit one invoice per month listing actual costs associated with each cost objective and project. The WisDOT requires invoices to be submitted no later than twenty (20) days after the month of service has ended.

#### C. WISDOT INVOICING ADDRESS

All completed invoice documentation must be sent to:

WisDOT; DTSD; Bureau of Highway Maintenance / Department of Business Management  
C/O Susan McCann, DSPN RF Financial Manager  
PO Box 7986  
Madison WI 53707-7986  
smccann@dspn.org

**Mailed and Faxed invoice documentation will not be accepted.**

#### D. DOCUMENTATION

Documentation will include:

1. Three Part Contractor's Invoice

Three Part Contractor's Invoice must contain the following information:

- a) Contractor's Name, Address, and Telephone Number
- b) Invoice Number
- c) Date of Invoice

- d) State Purchase Order Number - All Three-Part Contractor's Invoices submitted to the WisDOT must list the Contractor's purchase order number for the contract period. A WisDOT purchase order is issued and sent to each Contractor upon WisDOT approval of the Annual Work Program budgets.
- e) The WisDOT's Address
- f) Project Identification Number's– Use the appropriate project I.D. number based upon the following criteria:

Project I.D. # Criteria

All SWEF Program Project ID numbers are site exclusive. Each site will be assigned two Project ID numbers, one for Landscape and Minor Repair Projects and one for Janitorial and Lawn Mowing Projects.

Please see section 7.3 for a list of the Project ID numbers to be used at your site.

- g) Separate Listing of Each Cost Objective for Each Project - Sites should be grouped by cost objective as specified in the contract. Each line on the invoice should include the county where the sites are located, the type of service provided, and the month of service.
2. Invoice Supporting Documentation: Separate “Invoice Supporting Documentation” should be submitted for each cost objective within each project and attached to the Three-part invoice. Supporting Documentation is available from DSPN as blank forms in the Program Manual on the website.
- a) Janitorial Services
    - Quantity of janitorial cleanings performed during the month;
    - Listing of janitorial service dates;
    - Janitorial service cost per cleaning;
    - Month total janitorial services
  - b) Lawn Mowing Services
    - Quantity of mowings performed during the month
    - Listing of mowing service dates;
    - Mowing service cost per mowing;
    - Month total mowing services
  - c) Tree & Shrub Trimming And Landscape Maintenance
    - Quantity of trimming and landscape maintenance hours performed during the month
    - Include the landscaping and tree trimming services and hours performed on the landscaping & minor repair log
    - Hourly rate
    - Total trimming and landscape maintenance services
    - Materials and supplies total, submit copies of actual invoices
    - Grand total of tree & shrub trimming and landscape maintenance services and materials and supplies

- d) Snow and Ice Removal Services (if applicable to contract)
  - Quantity of snow and ice removal hours during Regular hours
  - Regular hourly rate
  - Total Regular rate snow and ice removal
  - Quantity of snow and ice removal hours during on-call hours
  - On-call hourly rate
  - Total on-call rate snow and ice removal
  - Snow Equipment Maintenance Costs (gas, oil, repairs, etc.) Submit copies of actual invoices
  - Grand total snow and ice removal services
  
- e) Minor Repairs
  - Quantity of minor repair hours performed during the month
  - Include the minor repair and professional services and hours performed on the landscaping & minor repair log
  - When Contractor will oversee any professional service work, the Contractor will be paid the minor repair hourly rate for the time at the site. Contractor may charge travel time if contractor's only purpose to visit site is for professional service oversight.
  - Hourly rate
  - Total minor repair
  - Minor repairs - materials and supplies total, submit copies of actual invoices
  - Professional services - attach a copy of actual paid vendor invoice(s).
  - Professional services can be obtained by the service provider for any projects not exceeding \$500. Please contact the DSPN office about projects that will exceed \$500.
  - Grand total of minor repairs and materials and supplies
  
- f) Extra Work: any extra work performed to the facility will have a pre-approved work order including description of work to be performed, estimate of hours, laborcost and material costs.
  - Quantity of extra work hours performed during the month
  - Include the minor repair and professional services and hours performed on the landscaping & minor repair log
  - Hourly rate
  - Total extra work
  - Extra work - materials and supplies total, submit copies of actual invoices
  - Grand total of extra work and materials and supplies
  
- g) Overall Total

## **E. PROFESSIONAL SERVICE COSTS**

- 1) Some types of tasks requested or needed are based on the skills that the individual workcrew may have. The work crews will have to decide which tasks are beyond their capabilities. The tasks beyond the work crew's capabilities will be performed by a professional craftsman. The service provider can engage Professional craftspeople directly for projects costing \$500 or less. For projects over \$500, the service provider should contact DSPN/Program Manager.
- 2) Professional Services could include HVAC, electrical, plumbing, water, septic/holding tank pumping, and other repairs/services beyond the service provider capabilities.
- 3) A copy of all vendor invoices should be attached to the invoice in which they are paid. Service provider hours spent overseeing professional services should be indicated on the Landscaping and Minor Repairs Log as part of the invoice supporting documentation.
- 4) Extra Work: Project work orders are created and maintained in FAMIS. Include the minor repair and professional services and hours performed on the landscaping & minor repair log. Complete the Extra Work Form and provide the FAMIS work order # for extra work costs included on your invoice. The Extra Work form is located in Section 8.0 Forms on DSPN Roadside Facilities website.