



### ***1.0 Invoice Payment Process***

The county shall submit, through the Wisconsin Department of Transportation's Maintenance Program Management (MPM) system, its certified true and accurate monthly invoices and required documentation within one (1) month of the period during which the work was performed, as required by s. 84.07(2), Wis. Stats.

The regional office should complete its initial review in the Maintenance Program Management system (MPM) promptly but should not exceed 30 days from receipt of an invoice from a county to ensure all documentation is accurate and complete. Region offices ensure that submitted invoices are consistent with signed RMA, DMA, and TMA agreements.

Once reviewed and all documentation is correct, the region approves the invoice and documentation in MPM. MPM automatically forwards the invoice and documentation to the Division of Business Management, Bureau of Financial Management-Expenditure and Accounting Section (BFM-EA) for payment.

All payments to counties for submitted invoices rendered are subject to audit by the department. Region staff are responsible for the review of the county invoices and documentation. BHM provides support to regions and counties in this process, including advising on invoicing errors and corrections, and provides oversight of the overall policy and procedures, including MPM system requirements.

### ***2.0 Regional Maintenance Office Financial Specialist***

The following section outlines activities performed by the region's maintenance office financial specialist related to the review of county monthly invoices and the payment process:

1. The specialist reviews the monthly county invoice and documentation submitted in MPM for:
  - a. Authorization for project ID's.
  - b. County, month, year, project ID, and cost codes, and distribution codes for each summary sheet.
  - c. Project ID's on summary sheet and compare with project ID's and other information on supporting documentation including agreements.
  - d. County signatures and correct dates.
  - e. Other documentation as necessary to support the items and invoiced amount.
2. If the financial specialist identifies discrepancies or billing errors in their cursory review, the financial specialist should identify those errors on the invoice and contact the county for clarification and/or corrections.
3. Once the initial review is complete, the financial specialist approves the invoice and required documentation in MPM. The designated regional maintenance section staff is sent MPM notice of availability of the invoice and documentation for their review for accuracy, completeness, and reasonableness of costs in relation to the nature and extent of the work or services performed.
4. Counties enter invoices and documentation for Routine Maintenance Agreement (RMA), Discretionary Maintenance Agreement (DMA), and Traffic Maintenance Agreement (TMA) expenses into the MPM system. Regional maintenance supervisor, operations chief, and/or authorized WisDOT representatives review the submittal. Once approved by the region in MPM, the MPM system automatically submits the payment request to BFM-EA for payment. Payment is then authorized by BFM-EA in PeopleSoft-STAR.

A copy of the invoices and any supporting documentation is stored within the MPM system.

### **3.0 Designated Regional Maintenance Section Staff (Regional Maintenance Engineer, Engineering Specialist, and/or Maintenance Supervisor)**

The following activities for the region's maintenance office section staff relate to the review of county invoices and the payment process:

1. After receiving notification from the region's financial specialist, section staff provides a review of a county invoice for the following:
  - a. Equipment and machinery used.
    - i. Reviewer should be familiar with the type of equipment, hours of use, and corresponding charges associated with work performed on a project.
    - ii. Proper and consistent reporting of equipment costs and actual hours of operation. (See [HMM 02-20-65](#).)
    - iii. Equipment/machinery classifications, rates, and extensions. (See [HMM 02-25-50](#), [HMM 02-25-55](#), and [HMM 02-25-60](#).)
    - iv. Mileage rates and extensions.
    - v. Rental rates should **not** be charged to the state for the use of state financed equipment.
  - b. The amount and type of materials used.
  - c. The hours worked by each named, individual county employee, including overtime.
    - i. Reviewer should be familiar with the general hours worked and corresponding labor charges associated with work performed on a project.
    - ii. If county employees are identified by an employee number on the invoice, a list of employee names and corresponding employee's number shall be provided by the county to the regional maintenance office.
  - d. The correct charges for administrative, fringe benefit and small tools rates. (See [HMM 02-20-25](#) and the MPM Rates Screens.)
  - e. The correct project ID and activity code are charged and are consistent with the actual work performed during the month the charges were incurred.
  - f. Training costs. (See [HMM 02-20-90 Employee Training](#).)
  - g. Charges to other counties.
  - h. Materials and rented equipment costs for compliance with [HMM 02-25-05](#) and [HMM 02-25-10](#).
  - i. The date when the invoice was received from the county.
  - j. Basic Allowance and Superintendent's Time and Expense.
    - i. The state's share for reimbursement of supervision time, travel, and other incidentals is a percentage of the total county's supervision cost as mutually agreed upon by the county and the department as described in [HMM 02-20-75](#), [HMM 02-20-76](#), and [HMM 02-20-77](#).
    - ii. Patrol Superintendent vehicle, Class 120, classified equipment rate.
  - k. Fringe benefit rate and extension.
2. If any items or charges require further review or correction by the county, the designated regional staff person will notify the county through MPM, the items cited for review or correction. The notes for

correction and a rejection of the invoice will be sent back to the county automatically by MPM.

- a. Upon notification of the need for further review, clarification, or a correction of an error on the invoice, the county will promptly provide clarification and/or correct the charging error.
3. Upon completion of the maintenance section's review and approval in MPM, MPM automatically notifies to the Maintenance Supervisor, Operations Chief, or authorized WisDOT representative of the availability of the invoice for review, final approval, in MPM. Once all approvals are entered by the region in MPM, the MPM system automatically submits the payment request to BFM-EA for payment. Payment to a county is then authorized by BFM-EA.