



Highway Maintenance Manual

Chapter 02 Administration

Section 25 Cost Invoicing

Subject 25 Invoicing

Bureau of Highway Maintenance

May 2015

1.0 Authority

Standard invoicing is required by statute.

2.0 Procedure

1. Standard itemized invoices associated with RMA's, DMA's, TMA's and damage claims shall be submitted monthly, within one month of the end of the period during which the work was performed, as required by sec. 84.07(2), Stats. Exceptions to the monthly invoice requirement are made for bituminous storage, equipment storage, chloride storage, snow fence, insurance, and radios. These items are discussed separately in this chapter of the manual.
2. Payments shall be made after verification of invoices in accordance with department policy. All payments are subject to audit by the department.