

# **Purchase Orders/Invoices/Receipts**

Al Tilahun

# Old Contract 2018 and New Contract 2020

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Old Contract 2018 Current Expiration: **02/28/2022**

New Contract 2020 Current Expiration: **01/31/2023**

- Review your contract balance and use the balance left before expiration date.
- Few consultants still have large amount of money on there old Contract purchase order
- Please submit Invoices for work done as a partial payments.
- Please communicate the status of the assigned job cost estimate on your old Contract PO's with Geotech section.
- If your estimate overrun the balance on PO let the Geotech section know to resolve the issue
- Make sure the new assigned project estimate covers the balance on the PO.
- If you need to verify the balance information check with Al Tilahun.

# Invoice Submittal and Receipts

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- Invoice submittals should include Invoice Submitted Date, PO number, Invoice number, consultants contact information and end project date.
- All invoices must go to the project engineer for review and approval.
- After Invoice submitted and on system any revised Invoice number also changes.
- Invoices with traffic work pay item requires copy of receipt included.
- When final or partial invoice submitted, please take-out unnecessary attachments draft reports and email communication.
- Attach only receipts, time booking logs and PO letters.
- Record of all invoices are on spreadsheet and uploaded to V drive for verification when needed.

# Invoice Example

Invoice Submitted Date

Invoice Number



| INVOICE  |              |             |
|----------|--------------|-------------|
| File No. | Invoice Date | Invoice No. |
| 200055   | 10/29/2020   | 61905       |

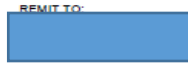
CLIENT: INDOT - Geotechnical Services Section  
Attn: Athar Khan  
120 S Shortridge Road  
Indianapolis, IN 46219-6705

PROJECT NAME:  
US 41 Roadway Reconstruction and  
Bridge Replacement  
Des. No.: 1901999 (2000514)  
Vanderburgh County

Purchase  
Order  
Number

Project Manager: Grinivas Gone  
P.O.# 0020024676  
Start Project Date: 06/12/2020  
End Project Date: 10/23/2020

Completion  
Date



Federal E.I.N.: 35-1623605

| Item No. | Description  | Units | Total  | Unit Price | Cost       |
|----------|--|-------|--------|------------|------------|
| 1a       | Mobilization of SPT Rig  | ea    | 1      | \$270.00   | \$270.00   |
| 1c       | Field and Utility Coordination   | LS    | 1      | \$400.00   | \$400.00   |
| 1e       | Mileage  | mi    | 360    | \$3.50     | \$1,225.00 |
| 2a       | Truck mounted borings with split spoon sampling                        | ft    | 417.50 | \$19.00    | \$7,932.50 |
| 5a1      | Truck mounted borings through bedrock or boulders                      | ea    | 15     | \$39.00    | \$585.00   |
| 24a      | Borings and machine soundings less than 20 ft deep                     | ea    | 13     | \$70.00    | \$910.00   |
| 24b      | Machine soundings for rock core borings                                | ea    | 2      | \$120.00   | \$240.00   |
| 25       | Additional 2 in split spoon sampling                                   | ea    | 5      | \$21.00    | \$105.00   |
| 28a      | Bag samples, 25 lb sample  | ea    | 1      | \$51.00    | \$51.00    |
| 32       | Geotechnical engineer  | hr    | 8      | \$120.00   | \$960.00   |
| 34a1     | 24 hr water levels field measurements per borehole (Standard)          | ea    | 1      | \$39.00    | \$39.00    |
| 35a1a    | Special borehole backfilling, 0 to 30 ft, SPT (Standard)               | ea    | 19     | \$110.00   | \$2,090.00 |
| 35c1     | Special borehole backfilling, Pavement restoration (Standard)          | ea    | 25     | \$60.00    | \$1,500.00 |
| 37c      | Traffic control flag crew with equipment                               | day   | 7      | \$850.00   | \$5,950.00 |
| 39       | Sieve analysis for soils   | ea    | 10     | \$49.00    | \$490.00   |
| 40       | Hydrometer analysis  | ea    | 6      | \$58.00    | \$348.00   |
| 42       | Liquid limit   | ea    | 6      | \$39.00    | \$234.00   |
| 43       | Plastic limit & plasticity index                                       | ea    | 6      | \$28.00    | \$168.00   |
| 45       | pH test  | ea    | 14     | \$15.50    | \$217.00   |
| 46a      | Loss on ignition test (Conventional)                                   | ea    | 14     | \$24.00    | \$336.00   |
| 46b      | Loss on ignition test (Sequential)                                     | ea    | 1      | \$52.00    | \$52.00    |
| 47a      | Topsoil Tests (Phosphorus tests)                                       | ea    | 2      | \$21.00    | \$42.00    |
| 47b      | Topsoil Tests (Potassium tests)  | ea    | 2      | \$21.00    | \$42.00    |
| 48a      | Moisture content test (Conventional)                                   | ea    | 115    | \$6.75     | \$776.25   |
| 51       | Unit weight determination  | ea    | 14     | \$17.50    | \$245.00   |
| 53a      | Unconfined compression test (Soils)                                    | ea    | 13     | \$45.00    | \$585.00   |
| 54a      | Compressive strength of intact rock                                    | ea    | 1      | \$110      | \$110.00   |
| 55a      | Moisture-Density Relationship test (Standard Proctor)                  | ea    | 1      | \$140      | \$140.00   |
| 61       | Water soluble sulfate test   | ea    | 2      | \$105      | \$210.00   |
| 65b1     | Geotechnical report with soil subgrade investigation (First Mile)      | LS    | 1      | \$2,000.00 | \$2,000.00 |
| 65b1i    | Geotechnical report with soil subgrade investigation (Additional Mile) | mi    | 0.6    | \$850.00   | \$510.00   |
| 70a      | Bridge foundation analysis and recommendations (Shallow)               | ea    | 1      | \$500.00   | \$500.00   |
| 70b1     | Deep foundation: Deep foundation analysis                              | ea    | 2      | \$875.00   | \$1,750.00 |
| 4a       | Pavement core (full depth) - Standard                                  | ea    | 10     | \$200.00   | \$2,000.00 |
| 5        | Sub-base sample  | ea    | 10     | \$62.00    | \$620.00   |
| 15       | Core report for full depth core  | ea    | 10     | \$50.00    | \$500.00   |

Invoice Total \$34,101.75

|                              |              |
|------------------------------|--------------|
| Consultant Contract No.:     | 0171004g     |
| Assignment No.:              | 3            |
| P.O. Amount:                 | \$650,000.00 |
| Previously Invoiced on P.O.: | \$610,746.37 |
| This Invoice:                | \$34,101.75  |
| P.O. Balance Remaining:      | \$5,151.88   |

|  |                |
|--|----------------|
| Total Contract Amount:                 | \$1,500,000.00 |
| Total of Prev. Invoices on Contract:   | \$1,460,746.37 |
| This Invoice:                          | \$34,101.75    |
| Total Invoices Including this Invoice: | \$1,494,848.12 |
| Current Balance Remaining:             | \$5,151.88     |

PARTIAL INVOICE # 107

TERMS: Net 30 Days. A finance charge of 1.5 % per month, (18% per annum) and attorney's fees in the event of collection, will be added to all past due accounts. Please return a copy of this invoice with your payment.

Engineer  
Approval/Signature

**APPROVED**  
By Min Sang Lee at 12:01 pm, Oct 29, 2020



