

5311 INVOICING CHANGES, TIPS & REMINDERS

EFFECTIVE March 2021



Purchases

- ✓ Two QUOTES for single purchases over \$2500 and must have Nebraska Department of Roads (NDOT) Transit Manager approval. That approval must accompany the receipt at the time of the request for reimbursement.
- ✓ For vehicle repairs over \$2500, contact NDOT Transit Manager prior to obtaining quotes.
- ✓ Proof of Payment for all expenses are any of the following:
 - Bank Statement
 - Credit Card Statement
 - Payment Registry
 - Paycheck stub (Remove all sensitive data like social security numbers)
- ✓ Document(s) for vehicle purchases/repairs must have **LAST 6 DIGITS OF VIN** on receipt/invoice.
 - TIP: Make copies of printed stickers/labels with the 6-digit VIN for each vehicle.

Personnel

- ✓ Time sheet for hours worked Operating Personnel and signed & dated by both employee & approval signature.
- ✓ Time sheet for hours worked by all Non-Operating Personnel and signed & dated by both employee & approval signature.
- ✓ Paystub / Paycheck registry (computer generated from payroll software program)
 - Consider adding a line item for transit personnel only.

NDOT TRANSIT NEEDS YEARLY

- ✓ Cost Allocation Plan (only if your agency splits costs like rent, utilities, etc., with another department)
- ✓ Updated percentage cost sharing agreement/memo of understanding between the transit system and the entity with whom they are sharing space and cost. (Request examples from Linda, NDOT Transit)
- ✓ Proof of Vehicle insurance Policy coverage
- ✓ Proof of policy for Workman Comp insurance

MISC Reminders

- ✓ Invoices must be submitted by the end of the month following the month during which the expenses were incurred. *Please note: This requirement has been updated in your operating assistance agreement).*
- ✓ An agenda, sign in sheet and receipts must be included with reimbursement requests for events that include food.
- ✓ Proof of payment includes any of the following:
 - Bank statement
 - Credit card statement
 - Check stub.

NO LONGER ALLOWABLE

- ✓ **Invoices with date, check # and signature as proof of payment.**
- ✓ **Excel spread sheets for payroll.**
- ✓ **No percentage of time worked for any personnel. Agencies must record actual hours worked on the project and request reimbursement accordingly.**