August 22, 2014  
Re: Invoice-Voucher Audit Findings- ACTION REQUIRED

LPA Partners,

On August 19, 2014 a random audit was conducted on several Local Public Agency’s (LPA) Invoice-Vouchers. It was brought to our attention that these Invoice-Vouchers were completed not by the LPA as required by the Indiana Local Program’s Guidance Document, but by their contracted consulting firm. This method of completing the LPA Invoice-Voucher is not acceptable. Any LPA completing Invoice-Vouchers in this manner should discontinue immediately.

The Guidance Document states:

“The LPA is responsible for cost effective administration of their consultant contracts. Administration activities include Notice to Proceed, invoice review, addressing non-performance, filing for federal reimbursement and record retention...Invoices are to be reviewed for accuracy and approved by the Employee-in-Responsible Charge (ERC) before payment. The ERC shall verify that the charges are consistent with the contract and not beyond the current level of project completion. The extent of review required is dependent upon the contract compensation method.”

Also an INDOT LPA memo regarding Invoice-Voucher completion was distributed on June 20, 2014 through various email channels, GovDelivery and the LPA webpage stating, “The LPA is responsible for completing the LPA Invoice-Voucher.”

ACTION REQUIRED:

If your agency’s Invoice-Vouchers are currently being completed by a contracted consulting firm, you should discontinue immediately and an appropriate representative from your agency is required to register and attend the upcoming instructional webinar titled, “Processing LPA Invoices in a Federal-Aid Program” on September 23, 2014 from 11:00AM-12:00PM EDT.

To register:
- Email your name and the title of the webinar to LPAQuestions@indot.in.gov
- You will receive a confirmation including the information needed to access the webinar.

Another random audit on invoicing procedures will be conducted at a later date to ensure compliance on this matter.
Thank you with your help in resolving this matter,

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For questions regarding LPA Invoice-Voucher procedures, please contact your District Local Program Coordinator:

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