

Subject Billing under Railroad Signal Projects

Subject No. 6815-4

Section [Billing Procedures](#)

Division Division of Operations

Office Office of Utilities

Contact 404-631-1000

Date Last Reviewed 5/24/2010

References

Details

It is the goal of the Department to process and pay all progress and final bills for Railroad signal projects expeditiously. Such handling makes it easier to verify charges and resolve any differences between Department and Railroad records. It also avoids tying up monies which are due the Railroads and permits early closing of project records and release of any unobligated funds.

The goal for payment of Progress bills is 30 calendar days from date of receipt from the Railroad. The following billing activities and schedules are established toward meeting that goal.

Office	Activity	Working Days
Utilities	Receive, Identify, Transmit to District	2
Resident	Receive, Verify, Prepare Statement (DOT 9)	10
Utilities	Review and Approve Statement	3
Contracts	Verify Funds, Sign Statement	5
Accounting	Prepare Voucher and Check	5
	Total	25

The Office of Utilities will maintain a log of all bills in process of verification and payment to assure their timely handling. The [Routing and Control Slip](#) attached hereto will accompany each bill when it is sent to the District. Each Office shall record the date of receipt and transmittal of the billing assembly. The route slip will be removed by the Office of Utilities when the Statement is routed for payment.

Utilities and Railroads are allowed to progress bill for up to 80 of the estimated cost for equipment installations upon completion of the field work and placing the facilities in operation and have agreed to reimburse the Department of Transportation promptly in cases where the final cost when compiled as a final bill is less than partial payments previously made by the Department of Transportation.

The following is a sample computation:

Amount of Estimate Supporting Agreement	\$35,700.00
Billing at 80% Completed	28,560.00
Due this Statement	28,560.00

Please distribute copies of this sufficient to assure that personnel within your respective Districts have a working knowledge of how these bills should be processed. In no case will we consider the project 100% completed prior to receipt of the final bill.

[Routing and Control Slip](#)

History

issued: 11/12/80 added to TOPPS: 05/17/96 Revised 9/29/09: Revised payment goal from progress billing from 45 to 30 calendar days; revised working days from 33 days to 25 days; revised progress billing percentage from 98% to 80%. Reviewed: 5/24/2010