

**NEW YORK STATE THRUWAY AUTHORITY
CONSULTANT INSTRUCTION**

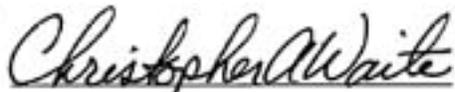
SUBJECT: SUBMITTING MONTHLY REQUESTS FOR PAYMENT

DATE: July 17, 2008

CODE: 08-2

SUPERSEDES: 07-3

APPROVED:



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DISTRIBUTION: All

In order to help ensure the timely processing of monthly requests for payment, all consultants must follow the instructions presented below. Failure to do so may result in the estimate (invoice) being returned and/or delay of payment.

The prime consultant (and any sub-consultants) with active agreements are required to submit monthly estimates containing all of the forms below in the following order:

- Consultant's Payment Request Transmittal (TA-W44128-9)
- Statement of Account (TA-W5214) - two original copies
- Consultant's Monthly Estimate for Payment (TA-W5213-9**A-D**) - only one for each firm
- Consultant's Payroll Abstract (TA-W44127-9)
- Consultant's Cost Control Report (TA-W4453-9) - See Consultant Instruction 06-1 for instructions on how to prepare the Cost Control Report

All estimate information must be broken down by assignment on the appropriate Consultant's Monthly Estimate for Payment (MEP) form. There are four versions of the MEP form as follows:

- TA-W5213-9**A** – This version to be used for a single assignment under a standard (Cost + Fixed Fee) agreement.
- TA-W5213-9**B** – This version to be used for multiple assignments under a standard (Cost + Fixed Fee) agreement.
- TA-W5213-9**C** – This version to be used for multiple assignments under a term (Multiplier) agreement.
- TA-W5213-9**D** – This version to be used for multiple assignments under a material testing agreement.

Each monthly request for payment must also include any back-up material (progress report, receipts, timesheets, etc.).

Failure to use the proper MEP form will result in the request for payment being returned to the consultant. Additional instructions include:

- All sub-consultant (and/or sub-contractor) names and totals must be included on the prime consultant's MEP.
- Standard term agreement assignment descriptions will be provided by the Authority's Project Manager and must be used by the prime consultant and any sub-consultants (example: Assignment #1, CI of TANY 01-68, Installation of Visual and Noise Barriers).
- Each active term agreement assignment should be compiled separately and contain the following documentation:
 - 1) Progress Report
 - 2) Consultant's Payroll Abstract (TA-W44127-9)
 - 3) Consultant's Cost Control Report (TA-W4453-9)
 - 4) Summary of Direct Non-Salary Costs (with back-up documentation, receipts, etc.)
 - 5) Employee Timesheets (signed, approved, with hours highlighted per employee)

For each assignment, sub-consultants must also provide the same documentation listed above.

Please share these requirements with any sub-consultants.

Electronic forms are available at: <http://www.nysthruway.gov>