Complete the *Invoice Payment Request* form using the template on the server. The form is a template that will allow you to quickly create a new document using the standard form. It will always be the latest version. See Job Aid – Add a Template under **Utility Coordinator Job Aids** on the DOTNET. Link is available to WisDOT Staff only.

The letters below refer to the corresponding letter on the Invoice Payment Request form (see page 2).

A	Fiscal year the complete invoice was approved by the region
B	395 and Utility ID (ex. 39512340041)
C	See Job Aid –Utility Invoice – PeopleSoft Help, found under **Utility Coordinator Job Aids** on the DOTNET. Link is available to WisDOT Staff only.
D	8700141 (always this for utility projects) (This is the STAR Account # for WisDOT Object Code, 5514 HWY UTILITY & RR WORK)
E	See Job Aid –Utility Invoice – PeopleSoft Help, found under **Utility Coordinator Job Aids** on the DOTNET. Link is available to WisDOT Staff only.
F	See Job Aid –Utility Invoice – PeopleSoft Help, found under **Utility Coordinator Job Aids** on the DOTNET. Link is available to WisDOT Staff only.
G	Supplier Remit To address / location from invoice. There are 4 lines to accommodate name, address and/or PO Box and city, state and zip code.
H	Amount to pay. Must match that on the utility invoice.
I	Check the box for a partial payment
J	Check the box for a final payment
K	Check if exceeding the original PO by 10% or $100.00. Expenditure Accounting Unit (EAU) requires that this is explicitly acknowledged and authorization is given.
L	Provided by the utility company invoice. Not required.
M	Recommend including Utility ID (ex. Utility ID 1234-56-41" but not required)
N	Rarely used; Contact BTS Utility Unit prior to doing so
O	Printed name of individual signing the form
P	Approver's signature (Brush Script Font allowed). Recommend actual signature but not required
Q	Date approved by region. Does not need to be the date sent to EAU

WisDOT - Division of Business Services
Bureau of Business Management
Fiscal Services Section
Expenditure Accounting Unit
November, 2017

Mail Invoice to:
WisDOT Hill Farms
Fiscal Services - 8th floor
4822 Madison Yards Way

Invoice Payment Request

POs OR Direct Pay Request - Attach with ORIGINAL Invoice

ChartField	Entry Values
Budget Reference (Fiscal Year)	A
Speed Chart (Project ID) - for Direct Pay	B
Purchase Order Number (if there is one)	C
Activity Standard default is LABOR_DLVY_OTHR in system	
Source Type (ex: OTHER, AIDS)	
Account	D
Supplier ID Number	E
Supplier Name	F
Supplier (REMIT TO) Address/ Location	G
Amount to Pay	$ H
Partial Payment	☐ I
Final Payment	☐ J
Authorized to exceed PO by 10% or $100.00	☐ K
Invoice ID Number (30 characters) We will use the Invoice ID# if noted on invoice. If you wish to use a specific Invoice ID to match with interface, be specific by completing the adjacent column	L
Payment Message (70 characters MAX) Can be used for additional notes to supplier This will print on the header of the check for supplier	M
Justification for direct payment (if invoice is over $5,000 or serial purchasing would be over $5,000)	
Return check to Agency; must include justification. Leave Blank if it can be mailed direct to Supplier	N
Approval to Pay - PRINTED NAME	O
Approval to Pay - Signature	P
Date Approved	Q

Questions regarding this Job Aid can be directed to: connie.bruns@dot.wi.gov