

Attachment 2 – Electronic T&M Invoice submission guidelines–

Submit by email to pfdadmin@miamioh.edu

Example of an email submission – use email subject line – “Contractor name – T&M Invoices for work order #(s) TM-#####, TM-#####, etc.

Weekly email(s)* with multiple .pdf attachments – each attachment is a complete TM invoice submission package containing the following items in the order below. All documents are to be in .pdf file format and should be scanned and included/attached in an orientation and clarity that allows online review without manipulation or rotation. These are record documents.

One .pdf file per work order named “Contractor abbreviation-TM-3100000-1 (or #2, etc., or Final).pdf”
Example “PP-TM-370007162-1.pdf” would be Progressive Plumbing TM Invoice #1 on TM-370007162.

Item 1 – Electronic copy of the work order (sent originally to initiate the work) – will indicate prevailing or non-prevailing wage rate.

Item 2 – Company labor/time invoice includes company invoice #, Invoice Date, Building/Location of Work, Work Order #, and invoice amount and/or material/equipment invoice includes material invoice subtotal, markup, and total.

*Requires separate labor and material amounts.

Item 3 – Time sheet (Attachment 1 – completed as required – include MU representative for labor/work verification).

Item 4 – Certified payroll (if prevailing wage rate required) must be included to allow payment.

Item 5 – Supporting documentation (copies of receipts/backup) if material/equipment expenses are included on the Invoice.

*System limitations may limit the number of work order invoices per email; if email size exceeds 15Mb it may be necessary to submit an additional email(s) with fewer attachments.