

Colorado Department of Transportation
PROCEDURES FOR CONSULTANT BILLING

- The Consultant shall submit to CDOT a monthly billing by the 15th of the following month.
- Each monthly billing shall include CDOT Form 1313, an original invoice, and supporting documentation. CDOT Form 1313 can be found at:

<http://www.coloradodot.info/library/forms/word-forms/cdot1313.xls/view>

- The labor section of the Consultant's invoice and the invoice of each subconsultant and vendor shall follow the format below. Additionally each invoice must include the labor subtotal, cost plus fixed fee percentage and subtotal (if applicable), and subtotal of other direct costs.

Employee Name	Classification	Specific Rate (SROP Only)	Labor Rate (CPFF Only)	Hours	Subtotal (Rate x Hours)
		\$	\$		\$

- The addition of a vendor or other subconsultant that was not part of the initial team must be approved in writing by the program manager and CDOT Agreements Unit. Payment will be delayed if the Consultant submits a monthly billing which includes a vendor or subconsultant for which such written approval was not requested and approved.
- The Consultant must seek to have a Task Order amended if additional funds are needed. If the Task Order or Outline Agreement is amended, please ensure that such changes are reflected on the Form 1313.