

LAP Invoice Requirements

- Invoice Transmittal Sheet – completed and signed by Agency P.E.
 - [template provided](#)
- Contractor's pay application – signed off by Agency PM
- Summary sheet with a breakdown of all costs incurred vs. charges that appear on Invoice Transmittal Sheet (include CEI, local funds, non-participating amounts, etc,... as applicable)
- Forms required in each LAP invoice submittal:
 - Certification - Disbursement of Previous Periodic Payment to Subcontractors (700-010-38)
 - Construction Compliance with Specifications and Plans (700-020-02)
- Proof of payment from Agency to Contractor
- CEI invoices w/backup and proof of payment (if Dept is participating)
- If your project is using force account (local agency) labor, submit copies of employee timesheets for the work period, including pay information (pay rate, fringe %, etc..). The timesheets should be signed by the project manager.
- Final Invoice package needs to include additional documentation – see "Closing Your Federally Funded Project"

If you have any questions regarding these or any other LAP issues please contact:

Vince Vacchiano
386-943-5406
Vincent.vacchiano@dot.state.fl.us

Rick Grooms
386-943-5364
Richard.grooms@dot.state.fl.us

Deysia Roberson
386-943-5366
Deysia.roberson@dot.state.fl.us

Lauren Davis
386-943-5385
Lauren.Davis@dot.state.fl.us