

DEPARTMENT OF TRANSPORTATION

DISTRICT 3
 703 B STREET
 MARYSVILLE, CA 95901-0911
 PHONE (530) 741-5450
 FAX (530) 741-5466



*Flex your power!
 Be energy efficient!*

December 22, 2014

Whatser Name
 City of Nowhere
 Some City, CA 12345

Reference:
 Location **Dist-Co-0-CR**
 Project # **BRLS-1234(567)**
 Invoice No. **11B0105-01**
 Invoice Date **12/13/2014**
 Invoice Amt **\$2,500.00**

The attached invoice(s) is/are being returned for the following reason(s) as indicated below (X).

- Local Agency/State Agreement not executed
- Insufficient fund on Preliminary Engineering
- Incorrect format of invoice per Local Assistance Procedures Manual, Chapter 5
http://www.dot.ca.gov/hq/Local_Programs/lam/lapm.htm
- Invoice reflects phase of work not authorized per Local Agency agreement
- Award Package required for Construction & Construction Engineering phase per LPP 01-06
- Final invoice with Final report and Final inspection form must be submitted to District Engineer for approval, prior to payment, per LPP 95-07 Chapter 17
- Redate invoice.** Send in 1 original invoice with back up documentation & **2 copies of invoice**
- Other:

1. Appropriation code is L40E
2. PSA execution date is 7/14/2014
3. Reimbursement ratio for PE phase is 87.5%

If you have any questions, please contact Ferdinand Batatan at (530) 741-5704.

Stella Liao
 DLAE, Branch Chief Local Assistance