



COMMONWEALTH OF KENTUCKY  
TRANSPORTATION CABINET  
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Andy Beshear  
GOVERNOR

Jim Gray  
SECRETARY

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**MEMORANDUM**

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**TO:** Consultant Project Managers and KYTC Project Managers

**FROM:** Eric A. Pelfrey, P.E. *EP*  
Director  
Division of Professional Services

**DATE:** July 25, 2022

**SUBJECT:** Consultant Pay Estimates

Effective July 25, 2022, the Division of Accounts will no longer accept Consultant Pay Estimates that have multiple attachments. There is to be one (1) PDF attachment and all documents must be in the order listed below. All sheets must also be right side up, rather than sideways or upside down. This format is a requirement of their electronic Share Point file system. Please see below for the necessary documentation that the Division of Accounts is requiring to process invoices.

- eMARS Cover Page (Provided by the Division of Professional Services)
- Consultant Pay Estimate Sheet (TC 40-408)
- Email Chain with Approvals
- PSC Form
- Letter Agreement (If applicable)
- Consultant Monthly Report

Any submitted invoice that does not meet these standards will be rejected, incurring a delay in reimbursement. Please feel free to contact Melanie Young or Claressa Hamilton in our office if you have any inquiries.

EAP/MAY