

## **SUBMISSION OF REGIONAL APPRAISAL INVOICES FOR PAYMENT**

1. All Regional Appraisal invoices (TC 40-408) shall be submitted electronically only to the Right of Way Supervisor
  - a. All invoices shall have the Item Number, County Name, State and Federal Project numbers, Road name and number, Master Agreement number, Region number, and Letter Agreement number
  - b. All parcels submitted for payment shall be listed in numerical order
  - c. In the event all information is not correct, the invoice will be returned for corrections
  - d. Assigned Appraiser shall submit completed personal service contract invoice form (aka LRC Form)
  - e. Assigned Appraiser shall submit a completed consultant monthly report
  - f. Final pay request are to be submitted electronically
2. Once Right of Way Supervisor reviews and approves invoice, Right of Way Supervisor shall submit to Megan Maynard in Professional Services.
3. After submittal of invoices to Professional Services, Appraiser shall contact Professional Services ONLY for any questions regarding payment status, Do NOT contact District or Central Office Right of Way
4. All payment submittals shall be done in a timely manner
5. Any and all correspondence shall have the Item Number listed first, followed by County Name, Parcel Number, Owner Name, and etc.