



1.0 Invoicing

The Wisconsin Department of Transportation shall reimburse the county for actual work performed by invoicing the state using the following invoicing types: Routine Maintenance (RMA); Discretionary Maintenance Agreement (DMA); Traffic Maintenance Agreement (TMA); and Construction/Damage Claims. All invoices shall be submitted through the Maintenance Program Management (MPM) system.

2.0 Invoicing Errors

Errors in invoicing are not uncommon. Regions provide the first review of all county maintenance invoices. Regional staff review each invoice for consistency with required documentation and consistency with policy. If the region discovers an error, department staff will work directly with counties to resolve any errors by rejecting the invoice in MPM and returning the invoice back to the counties. If an inadvertent invoicing error(s) occurs and is found in the current calendar year, the correction will be made for each period that the error(s) was identified in. This adjustment shall be made back to the beginning of that calendar year. The correction may either be a credit back to WisDOT by a county or a payment made to a county by WisDOT through MPM.

If errors are discovered that are inconsistent or not in compliance with federal codes, state statutes, department or bureau policies or directives, including those policies within the highway maintenance manual (HMM), error corrections may be required.

Examples include:

- County invoicing does not follow established department policy found in the cost accounting manual.
- County invoicing does not follow classification of equipment, as outlined in policy or established by the Machinery Management Committee.

If an error is discovered after an accounting or policy change occurs, a county must make the changes based on WisDOT directives. For errors discovered after a monthly invoice has been paid, Bureau of Highway Maintenance (BHM) staff or department accountants will provide guidance and/or requirements to a county and/or region, as necessary to correct errors.

Failure to follow WisDOT instructions and/or guidelines may result in WisDOT examining up to the past five (5) years (based on federal audit guidelines), to recoup any overpayments that a county may have received.

3.0 Reported Errors – Process

If an error is reported by BHM, department accountants, or regional staff, then the county, DTSD Region Maintenance Unit, and BHM will verify the issue.

BHM's Program Management Section Chief must be notified by department staff of any errors found prior to resolution. BHM Section Chief or designee will notify by email the region maintenance supervisor of the error and the resolution as a result of the error discovery.

BHM's Program Management Section Chief will notify the BHM Director as applicable.

When an adjustment invoice is needed, the county must submit the adjustment invoice for each monthly period in MPM. If error correction is more than one calendar year, a larger lump sum adjustment will be made in MPM. Additional documentation supporting the adjustment will be required in MPM as directed by BHM staff and/or department accountants.

Resolution of the reported error occurs when all payments are completed.