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Date: February 23, 2009

Subject: New Mailing Addresses for Invoice Submission

To Whom It May Concern:

In February 2008, the Commonwealth of Pennsylvania began a project known as the Finance Transformation Project. A primary project goal is to improve invoice processing by the Commonwealth. As an organization working with the Department of Transportation, it is important that you are aware of the project and its impact on you as it relates to invoice submission.

**Starting on May 1, 2009**, the Pennsylvania Department of Transportation has the following new mailing addresses for invoices not associated with a purchase order. The invoice type will determine the appropriate mailing address to use. The new mailing address should also include a **location code**. The attached matrix crosswalks a location code to an organization within the Department of Transportation.

If you are submitting an invoice **not related to a utility or grant**, send the invoice to:

Pennsylvania Department of Transportation, **NAME of ORGANIZATION**  
**LOCATION CODE**  
PO Box 69181  
Harrisburg, PA 17106

If you are submitting an invoice related to a **utility defined as**, Electric, Natural Gas, Propane, Phone (cellular/land line), Water, Sewer, Garbage, Cable, Radio, Steam, and Recycling, send the invoice to:

Pennsylvania Department of Transportation, **NAME of ORGANIZATION**  
**LOCATION CODE**  
PO Box 69182  
Harrisburg, PA 17106

However, if you received a Purchase Order for one of these services, send the invoice to the location listed on the Purchase Order.

If you are submitting an invoice related to a **grant**, send the invoice to:

Pennsylvania Department of Transportation, **NAME of ORGANIZATION**  
**LOCATION CODE**  
PO Box 69183  
Harrisburg, PA 17106

**Mandatory Action Required**

The following information must be included on your invoices. Starting on May 1, 2009, failure to include these elements will result in the return of the invoice and a request for a new invoice.

**NOTE:** These mandatory requirements do not change standard information you currently provide.

<b>Mandatory Elements</b> <i>Preferred placement is top third of invoice</i>	<b>Preferred Elements</b> <i>These elements will assist in prompt processing your invoice, but are not required for payment</i>
<ul style="list-style-type: none"> <li>• <b>Location Code</b></li> <li>• <b>Invoice Date</b></li> <li>• <b>Invoice Number</b></li> <li>• <b>Gross/Total Amount</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Supplier or Grantee Name</b></li> <li>• <b>Supplier or Grantee Remit To Address Information</b></li> <li>• <b>Supplier or Grantee Fax Number</b></li> <li>• <b>Email Address of Supplier or Grantee Contact Person</b></li> <li>• <b>Description of Invoiced Item(s)</b></li> </ul>

**Other Important Information**

- Exceptions to the new invoice mailing addresses exist for invoices associated with **right of way claims**. If your invoices are issued as part of this activity, please continue to use your current submission process, unless otherwise notified.
- **Electronically submitted invoices** remain unaffected, please continue to use your current submission process, unless otherwise notified.
- If sending a credit memo, please reference the original Invoice Number, Amount and note “*Credit Memo*” on the document. Also, given that all invoices will be subject to scanning, we request highly legible invoices, as adherence to this request will speed processing time.

Should you have any questions about the information contained in this letter, please visit the **Frequently Asked Questions (FAQs)** section on our website ([www.financetransformation.state.pa.us](http://www.financetransformation.state.pa.us)) or email us at [PENNDOTVendorRelations@state.pa.us](mailto:PENNDOTVendorRelations@state.pa.us). We thank you in advance for your immediate attention to this request and look forward to better serving you in the future.

**Attachments:**

Matrix – Location Codes