

UNIVERSITY OF ILLINOIS  
AT URBANA - CHAMPAIGN

Facilities & Services  
Physical Plant Service Building  
1501 South Oak Street  
Champaign, IL 61820



To: Contractor Services Contractors  
From: University of Illinois, F&S Construction Services  
Date: 06/17/15  
Subject: Invoicing/Permitting Process Change

Dear Contractor Services Contractors,

In fiscal year 2014, nearly 70% of the invoices submitted for payment experienced significant delays in being approved for payment. Recently, an F&S process improvement team was formed, with members from the F&S Construction and Procurement Services teams, and was charged to reduce invoice payment delays. The team reviewed the current permit and invoice payment processes to identify the causes for the significant time delays between invoice submission and payment. Please see the reasons for payment delays below. To develop a new permit and invoice process that would decrease the time from invoice submission to payment approval, the team surveyed current contractors in the program, consulted with University Payables, and Campus Purchasing. Please review the new permit and invoice processes, below. The process changes are effective July 1, 2015.

#### Reasons for Invoice Payment Delay

1. Invoice does not contain:
  - Date
  - Word "Invoice"
  - Remittance Address
  - Itemization of work performed from Construction Permit
  - Construction Permit Number, ex: C12345
  - University Standing Purchase Order Number, ex: P0799768
2. Vendor
  - Does not submit required documents
  - Does not return University keys in a timely manner
  - Submits invoice prior to completion of project
3. Outstanding obligations from previous and current fiscal years
4. Requestor does not return signed permits in a timely manner

#### New Permit and Invoice Process

Effective July 1, 2015 Contractors will no longer submit Contractor Services Permit Invoices to the University contracted imaging company in Rantoul. All Permit Invoices will be submitted to Facilities & Services Construction Services.

There are two ways to submit a Permit Invoice to Facilities & Services. The preferred method will be to submit in .pdf format, the permit invoice and all required documentation to

[fandsconstructioninvoice@illinois.edu](mailto:fandsconstructioninvoice@illinois.edu). The permit invoices and all required documentation may also be mailed to:

Physical Plant Services Building  
1501 S. Oak  
Champaign, IL 61820  
Attn: Construction Services, Room 1850

When submitting an invoice you will need to also include a copy of the permit signed by the Project Manager, and all required documentation as indicated on the permit. Those items are:

- A final inspection report provided by Facilities & Services Commissioning & Inspection
- As-Built Drawings
- Operation and Maintenance Manuals
- University assigned keys

Only Permit invoices with the complete package will be considered for approval and processing. Also, be sure to address any relevant issues listed in the bullet points above, which identify why some payments are delayed.



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