



# Texas Department of Transportation

RESEARCH AND TECHNOLOGY IMPLEMENTATION OFFICE  
P.O. BOX 5080 • AUSTIN, TEXAS 78763-5080 • 512/ 416-4730

August 27, 2012

Dear University Liaison:

The purpose of this letter is to formally notify you of a procedure we are implementing to ensure timely receipt of deliverables and tech memos on research and implementation projects. We will not pay invoices submitted by the University for a Project that has one or more late deliverables or tech memos. This applies to all stages of deliverables. If a deliverable is not received by the due date, invoices will not be paid. For tech memos, if the contract states that a tech memo is due at the end of the task and we do not have the document by the time the invoice is submitted, we will not pay the invoices. This procedure is meant to emphasize the contractual importance of deliverables and tech memos.

As stated in the Cooperative Research and Implementation Agreement (CRIA), article 13, we will make payment to the University based on the University's cost of actual services performed under a Project Agreement. The Research Manual also states that the performing agency must provide RTI with an acceptable invoice before any reimbursement of cost is processed. Submitting an invoice for payment on a project with late deliverables or tech memos is not acceptable since contract requirements have not been met.

We will notify you if an invoice is declined. Declined invoices may be resubmitted after all late deliverables and /or tech memos have been received by RTI. I would encourage your university not to submit invoices on any projects unless deliverables and tech memos due dates have been met. This will prevent you from having invoices declined and should keep everyone from spending time following up on these declined invoices.

Please share this information with researchers and others in your organization as you deem appropriate.

Thank you in advance for your understanding and cooperation in this effort. Please contact me at (512) 416-4730 if you have any questions.

Sincerely,

Rick Collins, P.E. Director, Research and  
Technology Implementation Office

cc: Research Directors

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