



Important Information Regarding Getting Paid

- The Authority shall make payments to the Supplier based upon the deliverables, approved invoices and supporting documentation within 30 days of the invoice date (if under contract the contract payment terms will prevail). To ensure adherence to the prompt payment guidelines, all invoices shall be sent via email to the attention of the Accounts Payable Department at accountspayable@jtafla.com, and shall include back-up documentation as required by the Authority (see list of required elements below). If the invoice is deemed incorrect by JTA it will be rejected and the reason for rejection will be communicated to Supplier for correction. The corrected invoice must bear a revised invoice date that correlates the date of invoice resubmission.
- When the contract requires DBE participation or if there is DBE participation without a goal being set, a copy of the invoice and all supporting DBE documentation must also be emailed to DBE1@jtafla.com. Failure to do so may result in a delay in payment. The DBE office can be copied on the same email to Accounts Payable.
- At the discretion of the Project Manager, the invoice will also need to be copied to the Project Manager or the Designee at the same time that the invoice is mailed to Accounts Payable and DBE.
- Insurance limits and other requirements can be found in the Standard Terms and Conditions of Purchase Orders. Each insurance policy required by this Agreement shall be endorsed to state that no material alteration or cancellation, including expiration and non-renewal, of coverage shall be effective until after thirty (30) days prior written notice has been given to: Jacksonville Transportation Authority, ATTN: Procurement Department, 121 W Forsyth Street, Suite 200, Jacksonville, Florida 32202. Certificates may also be email to supplier@jtafla.com.

Required Elements of an Invoice (failure to meet all requirements may result in delayed payment):

- Invoice Date – Must match the date of submission
- Purchase Order Number
- Unique Invoice Number
- All required backup documents
- Name of Project Manager or JTA Point of Contact
- Clearly Defined Invoice Amount (Current Amount Due)
- Contract/Consultant Request for Payment Form (DBE documentation, when required)
- Email invoices to accountspayable@jtafla.com and DBE1@jtafla.com (when required)