



## Mandatory Use of Contract Administration and Reporting System (CARS) – July 1, 2015

WisDOT will be implementing the mandatory use of CARS for invoicing cost incurred after June 30, 2015. All evaluations will also be developed and submitted to consultants effective July 1, 2015. This will mean that all August 2015 invoices requesting payment for costs incurred in July 2015 will be submitted in CARS. CARS does allow a firm to complete an August invoice for costs incurred prior to July 1, 2015 on the same invoice.

Contracts completed by September 30, 2015 including all work orders for master contracts will be exempt from mandatory use. Final invoices must be received by December 1, 2015.

CARS allows firms to convert all contracts with previous payments made through paper invoicing to complete next invoice in CARS.

Example:

Current contract start date: 03/13/13

Current Invoice Status: Invoices 1 through 14 done on paper total a previously paid amount of \$100,000 to prime and \$10,000 to subconsultant.

Invoice 15: Prime would enter \$100,000 previously paid in CARS and subconsultant enters \$10,000 previously paid in CARS. This is a onetime entry field to begin CARS invoicing with up-to-date paid amounts.

Contracts invoiced after July 1, 2015 or those that do not have any previously paid amount will answer "NO" when prompted for previously paid amount.

Information on signing up an administrator for your firm and getting training materials prior to June 20, 2015 can be found at: <http://dot.wisconsin.gov/business/engrserv/cars.htm>

After June 20, 2015, WisDOT will be converting its internet page and this information can be found at: <http://wisconsindot.gov/Pages/doing-bus/eng-consultants/cnslt-rsrcs/contracts/cars.aspx>

Please contact Dan Meinen – WisDOT CARS Administrator at: [WisDOTCARS@dot.wi.gov](mailto:WisDOTCARS@dot.wi.gov) with any questions.