STAR-READS Payments

FACT SHEET
Updated 5/12/16

1. STAR goes live July 2016.

2. All new projects must be imported from FIIPS. (STAR will reject any payment requests from Non-FIIPS-Imported projects.)

3. Approved payment requests will be transmitted electronically from READS to STAR.

4. Check # and check date will be transmitted electronically from STAR to READS. (No more waiting for Central Office to enter that information.)

5. See screen shots (attached to payment request training webinar notices) for step-by-step instructions for various types of payments.

6. NEW: Partial Release Fees will be paid as Additional Parcel Costs. (Be sure the letter/invoice from the bank is in the parcel log.)

7. NEW Status: Approved for Payment (Central Office has approved your payment request and has transmitted it to STAR for payment.)

8. NEW Field: Payment Message (Whatever you type in this field will print on the check stub. Examples: vendor invoice # for an incidental payment, claim type for a relocation payment, “land purchase for DOT Hwy project” for an acquisition payment, case # for a litigation payment, etc.)

9. NEW space limits for payee names: 40 characters, including spaces and punctuation, for Payee 1 and the same for Payee 2, for a total of 80 characters. (Previously 110 characters total, including spaces and punctuation.)

10. NEW Check Handling options: Payee or WisDOT Central Office. (DOA encourages all state agencies to send as many checks as possible directly to Payee.)

   a) When Payee is chosen, the check will be mailed directly to the payee from DOA. No documents will accompany the check. Instead, use Payment Message field described in #7 above.

   b) When WisDOT Central Office is chosen, the check will be sent to WisDOT Central Office (Hill Farms-Madison), then forwarded to you at the region/consultant office. Use Comments section of payment request for other check distribution instructions.

11. NEW for Incidental payments only: Checks will be mailed directly to the vendor from DOA. (Be sure to include the vendor invoice # in the Payment Message field for incidental payments.) No more vendor numbers to memorize.

12. All checks must have a valid mailing address, even when you have a check coming to you at the region/consultant office. (STAR will reject any payment requests without a valid mailing address.)
PROJECT COST ALLOCATION / Encumbrance

To: Bureau of State Highway Programs (BSHP)
Program Finance Section, Room #

From: Real Estate Management La Crosse Region

Project
1111-99-95
Drew Test Project II
Beloit to Superior
Columbia, Dane County

BSHP Approval

BTS-RE Finance Unit Use Only:

<table>
<thead>
<tr>
<th>Initials</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>8700161</td>
<td></td>
</tr>
<tr>
<td>8700153</td>
<td></td>
</tr>
<tr>
<td>8705103</td>
<td></td>
</tr>
<tr>
<td>8700231</td>
<td></td>
</tr>
</tbody>
</table>

NON-DELIVERY

1. Estimated right of way costs of all parcels (Exclusive of reimbursable utilities). See attached Parcel Cost Estimate. $ 1.01

2. Estimated relocation assistance and moving costs. $ 0.00

3. Amount to be encumbered. (Total of Lines 1 & 2) $ 1.01

4. Other contracts for razing, site clearance (Encumbered separately) $ 0.00

DELIVERY

5a. Estimated Labor Costs $ 0.00
5b. Contracts (Title, Appraisals, etc.) $ 0.00
5c. Total Delivery $ 0.00
5d. Percent of Delivery (5c. divided by Line 3) 0%

6. Total Acquisition Cost Estimate: (Total of Lines 3, 4 & 5c) $ 1.01

(Regional Planning Section) (Date)

(R)Elect_Sign1 ^^Elect_Sign1_Date^^

(R)Elect_Sign1_Name (Date)

(Regional Real Estate Representative)

Click here to submit: N:\BSHP\FIIPS\Improvement-Pgm-Project-Auths\Ready-to-Authorize\Real Estate

Q J 4 2 5 4 3 7
PROJECT COST ALLOCATION
DT1552  6/2007 (Replaces RE3021)

To: Bureau of State Highway Programs (BSHP)
    Program Finance Section, Room #

From: Real Estate Management Waukesha Region

Project
2200-18-21
USH 18
Manhattan Drive to Interstate 94
USH 18
Waukesha County

Original  Revision # 3  Final
Phased  Phase Number

NON-DELIVERY
1. Estimated right of way costs of all parcels (Exclusive of reimbursable utilities). See attached Parcel Cost Estimate: $ 160,000.00
2. Estimated relocation assistance and moving costs. $ 0.00
3. Amount to be encumbered. (Total of Lines 1 & 2) $ 150,000.00
4. Other contracts for razing, site clearance (Encumbered separately) $ 0.00

DEVELOPMENT
5a. Estimated Labor Costs $ 0.00
5b. Contracts (Title, Appraisals, etc.) $ 0.00
5c. Total Delivery $ 0.00
5d. Percent of Delivery (5c divided by Line 3) 0%
6. Total Acquisition Cost Estimate: (Total of Lines 3, 4 & 5c) $ 150,000.00

7. Total number of parcels on project.
   Previous  33
   + or - Revised  0
   Total  33

8. Project Concepts
This PCA is to cover a current overrun and possible litigation costs.

[Signatures and dates]

(Revised by) 10/22/2013

Kayci Sommer (Regional Real Estate Representative)
**REAL ESTATE ENCUMBRANCE**

<table>
<thead>
<tr>
<th>Order Number Assigned (from approved DT1532)</th>
<th>EAPS Entry Date (signed approval / entered by BTS-RE)*</th>
</tr>
</thead>
<tbody>
<tr>
<td>3477564</td>
<td>05/18/2011</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Project ID</th>
<th>Class/Object Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>2200-16-21</td>
<td>5550 - State</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Change Orders (original contracts only)</th>
<th>Phased Projects</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ 1-49. Check request box to increase encumbered amount on original contracts only, enter amount to be encumbered; briefly explain reason; and, indicate if there is/is not a plat revision.</td>
<td>☐ 65-68. Check request box to add next phased dollars and/or increase encumbered amount on phased projects only; enter amount to be encumbered; briefly explain reason; and, update phased information in FIIPS to reflect dollar change and date of phased component.</td>
</tr>
</tbody>
</table>

We request an additional $160,000.00 be encumbered; Briefly explain: This PCA is to cover a current overrun and possible litigation costs.  
Plat Revised? ☐ Yes ☐ No  
FIIPS updated w/amount and date? ☐ Yes ☐ No  

**Approval steps:**  
1. Either regional or BTS-RE staff may complete request.  
2. BTS-RE/Financial Unit will update EAPS.  
3. BSHP will verify change. Then, forward to BTS-RE/Financial Unit.  
4. BTS-RE/Financial Unit will update EAPS.  

**Originator's contact name (Kayci Sommer) Date:**  
10/22/2013  

**Regional Planning contact name Date:**  
Diane Kienow 10-21-2013  

For Real Estate Use Only:  
☐ 50-64. Check request box for special orders/adjustments that do not change original contract agreement.  
Briefly explain: 

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* BTS-RE (Bureau of Technical Services – Real Estate) 
Inter-d: DTSD/BTS-RE/Financial Unit; Hill Farms/Rm 501
PAYMENT REQUEST
Wisconsin Department of Transportation / Real Estate
RE 1630    04/2015  Pursuant to Chapter 84, Wis. Stats.

Accounting String: (auto-fills with numbers & codes pulled from FIIPS & READS containing information required by STAR)

Date Created:

To: WisDOT / BTS / Real Estate Financial Unit, Room 501 Hill Farms, PO Box 7986, Madison, WI 53707-7986

From: (auto-fills with user name)

Payment Type:

Account Code: (auto-fills when payment type is chosen, replaces 4-digit class code/object code.)

(Order Number is eliminated.)

Legacy Voucher ID: (auto-fills, replaces READS Invoice No.)

Project ID: Parcel Number:

County:

Check Amount: $

Payment Message: (entered by user if desired/required, prints on check stub, 70 characters max)

Payee 1: (40 characters max)
Payee 2: (40 characters max)

Check Handling: (2 options: Payee or WisDOT Central Office. Explain additional details in Comments.)

Mailing Address 1: (55 characters max)
Mailing Address 2: (55 characters max)
Mailing Address 3: (55 characters max)
Mailing Address 4: (55 characters max)

City: State: Zip: Country: USA

Region Approval: ________________________________ Date: ____________________
(RE Supervisor or Designee)

__________________________ (READS barcode)

Comments:

BTS/RE approval line is eliminated.
Blank payment request screen, ready to create a new payment request.
Filled-in payment request screen, not saved yet.
PAYMENT REQUEST
Wisconsin Department of Transportation / Real Estate
At 6530_06/2016 Pursuant to Chapter 24, Wis. Stat.

Accounting String: 8700161-21100-96100-1021291000-39510603326-3010NULL-OTHER

Date Created: May 03, 2016

To: WisDOT / BTS / Real Estate Financial Unit, Room 501 Hill Farms, PO Box 7986, Madison, WI 53707-7986

From: Rebecca A. Sorensen

Payment Type: Acquisition

Account Code: 8700161

Legacy Voucher ID: RZAWAU2AS_10603326

Project ID: 1060-33-26 Parcel Number: 2

County: Milwaukee

Check Amount: $25,000.00

Payment Message: Land & Easement purchase for USH 45/Zoo Interchange project

Payee 1: Brian E. Walker and Irene Walker

Payee 2: BMO Harris Bank, N.A.

Check Handling: WisDOT Central Office

Mailing Address 1: 2572 N 112th Street

Mailing Address 2:

Mailing Address 3:

Mailing Address 4:

City: Wauwatosa State: WI Zip: 53226-1212

Country: USA

Region Approval: ^^Elect_Sign1^^

^ ^Elect_S ign1__Date^^

^ ^Elect_S ign1__Name^^

(RE Supervisor or Designee)

Comments: Fee & TLE, send check to region office
Payment Request screen after saving, generating, and submitting the payment request. (Legacy Voucher ID, date submitted, and status auto-fill. Legacy Voucher ID is the old "Invoice Number.")
Payment Request in "Audit" status. Central Office is auditing the payment request.
Payment Request in "Approved for Payment" status. Central Office has approved the payment request and has transmitted it to STAR (DOA) for check processing.
Blank payment request screen, ready to create a new payment request.
Payment request screen after choosing payment type "Incidentals." (Check Handling auto-fills with "Payee."
* Pop-up window appears after clicking Payee 1 icon.
* Pop-up window links to STAR vendor table.
* Vendor MUST be in STAR vendor table in order to be paid. If vendor is not listed in STAR vendor table, coordinate with regional purchasing agent to add vendor.
* Pop-up screen after typing partial vendor name and clicking Find.
* Click icon in Select column next to correct vendor name and location.
Payment Request screen after choosing vendor name from pop-up window and filling in dollar amount, payment message, and comments. Not saved yet.
Payment Request screen after saving and generating the payment request. (Legacy Voucher ID auto-fills. This is the old "Invoice Number.")
Accounting String: 8700230-21100-96100-1022291000-39510603326-0010NULL-OTHER

Date Created: March 29, 2016

To: WisDOT / BTS / Real Estate Financial Unit, Room 501 Hill Farms, PO Box 7986, Madison, WI 53707-7986

From: Rebecca A Sorensen

Payment Type: Incidentals

Account Code: 8700230

Legacy Voucher ID: REAWAU2I7_10603326

Project ID: 1060-33-26 Parcel Number: 2

County: Milwaukee

Check Amount: $ 150.00

Payment Message: Graebel Invoice #DOT-SampleEstimateFee

Payee 1: Graebel Companies Inc

Payee 2:

Check Handling: Payee

Mailing Address 1: PO Box 205525
Mailing Address 2:
Mailing Address 3:
Mailing Address 4:
City: Dallas State: TX Zip: 75320-0001 Country: USA

Region Approval: ^^Elect_Sign1^^

^^Elect_Sign1_Name^^
(RE Supervisor or Designee)

Comments: move estimate for tenant, send check direct to Graebel
Payment Request screen after submitting payment request to CO. (Date Submitted and Status auto-fill.)
Payment Request in "Audit" status. Central Office is auditing the payment request.
Payment Request in "Approved for Payment" status. Central Office has approved the payment request and has transmitted it to STAR (DOA) for check processing.
Blank payment request screen, ready to create a new payment request.
Filled-in payment request screen, not saved yet.
PAYMENT REQUEST
Wisconsin Department of Transportation / Real Estate
RE 1630  04/2015  Pursuant to Chapter 84, Wis. Stats.

Accounting String: 8700161-21100-96100-1022291000-39510603326-0010NULL-OTHER

Date Created: March 24, 2016

To: WisDOT / BTS / Real Estate Financial Unit, Room 501 Hill Farms, PO Box 7986, Madison, WI 53707-7986

From: Rebecca A Sorensen

Payment Type: Relocation Claims

Account Code: 8700161

Legacy Voucher ID: REAWAU2RC5_10603326

Project ID: 1060-33-26  Parcel Number: 2

County: Milwaukee

Check Amount: $ 1,500.00

Payment Message: claim #5, fixed move payment

Payee 1: Brian E Walker and Irene Walker

Payee 2:

Check Handling: Payee

Mailing Address 1: 2672 N 112th Street
Mailing Address 2:
Mailing Address 3:
Mailing Address 4:
City: Wauwatosa  State: WI  Zip: 53226-1212  Country: USA

Comments: fixed move payment, send check direct to owner

Region Approval:  ^^Elect_Sign1^^(RE Supervisor or Designee)

^ ^Elect_Sign1_Date^^(Date)
Payment Request screen after saving and generating the payment request. (Legacy Voucher ID auto-fills. This is the old "Invoice Number.")
Payment Request screen after submitting payment request to CO. (Date Submitted and Status auto-fill.)
Payment Request in "Audit" status. Central Office is auditing the payment request.
Payment Request in "Approved for Payment" status. Central Office has approved the payment request and has transmitted it to STAR (DOA) for check processing.