

**NOTICE TO VENDORS  
INVOICE SUBMISSION REQUIREMENT**

**ORANGE COUNTY TRANSPORTATION AUTHORITY**

The Orange County Transportation Authority (OCTA) would like to remind all vendors that effective immediately, all invoices submitted for payments shall require the following certification in accordance with the payment Article No. 5 of the contracts:

“I hereby certify that invoice(s) dated \_\_\_\_\_ for the period covering \_\_\_\_\_ to \_\_\_\_\_ are true, complete and correct statements of reimbursable costs and progress. The backup information included with the invoices is true, complete and correct in all material aspects. All payments due and owing to subcontractors and suppliers have been made. Timely payments will be made to subcontractors and suppliers from proceeds of the payment covered by the certification. The invoices do not include any amounts which (Insert Name of the firm) intends to withhold or retain from a subcontractor or supplier unless so identified on the invoices.”

Invoices submitted without the certification will not be processed and will be returned to the consultant/vendor/contractor for resubmission with the required certification. The vendor invoice certification applies to all goods and services. No other changes are being made to the current invoice submission process.

The OCTA is committed to efficient processing of payments for goods/services provided. Your cooperation in providing a complete and certified invoice(s) will help achieve the goal of processing payments within the agreed upon terms and time.

OCTA appreciates your efforts and looks forward to our continued partnership.