

## APPENDIX F – CONFIRMATION OF SERVICES OS-501 FORM AND PROCESS FLOW

The OS-501 Confirmation of Services for can be found at:

<ftp://ftp.dot.state.pa.us/public/PubsForms/Forms/OS-501.pdf>

	<b>Responsible Party:</b>	<b>Action:</b>
1	Vendor	<p>Complete the OS-501 form:</p> <ol style="list-style-type: none"> <li>1. Complete header items (Date Service Rendered, SAP Vendor Number, Contractor Name, Address, Phone, City, State, Zip Code, Purchase Order Number)</li> <li>2. Complete line item. (Reference line item on Purchase Order)</li> <li>3. Sign and date form.</li> <li>4. Send to the PennDOT Project Manager for approval (i.e. work completed in October should be sent by November 15<sup>th</sup>).</li> </ol>
2	PennDOT Project Manager	<p>Review the OS-501 form:</p> <ol style="list-style-type: none"> <li>1. Review items to match Purchase Order (PO line #, Description/Product ID, Quantity, U.O.M., Unit Price, Item total. (i.e. PO line 3 - FY 13 Travel – 500 – each - \$1.00 - \$500.00)</li> <li>2. Verify that all items have been received and completed in accordance with the Purchase Order, Specification and Terms and Conditions. (Including any documents or receipts).</li> </ol>
3	PennDOT Project Manager	<p>Approve or reject the OS-501 form:</p> <ol style="list-style-type: none"> <li>1. APPROVE: Sign form and forward to PennDOT Receiver.</li> <li>2. REJECTED: Send form to the vendor with items to be corrected (i.e. price is not correct, missing receipt)</li> </ol>
4	Vendor	<p>If notified of a rejected OS-501:</p> <ol style="list-style-type: none"> <li>1. Correct items and return to the PennDOT Project Manager.</li> <li>2. Process begins again at Step 2 above.</li> </ol>
5	PennDOT Receiver  <b>*48 hours to complete</b>	<p>Receipt of approved OS-501 form:</p> <ol style="list-style-type: none"> <li>1. Verify line items on OS-501 match the Purchaser Order in SRM.</li> <li>2. Enter quantities for each line item on the OS-501 with delivery note.</li> <li>3. Post quantities.</li> <li>4. Then click post</li> <li>5. Sign and date the OS-501 form.</li> <li>6. Return signed OS-501 to the PennDOT Project Manager.</li> </ol>
6	PennDOT Project Manager	Sends the fully executed OS-501 form to the vendor.
7	Vendor	<p>Receipt of fully executed OS-501 form:</p> <ol style="list-style-type: none"> <li>1. Submits invoice and all supporting documents to the address shown on the fully executed Purchase Order which typically will be: <i>Commonwealth of Pennsylvania – PO Invoice PO Box 69180 Harrisburg, PA 17106</i></li> </ol>
8	Comptroller/ Treasury	Reviews, posts and schedules invoice for payment according to the terms of the Purchase Order.