

**CONSULTANT INVOICE FIELD DEFINITIONS**  
**Engineering Financial Services (EFS)**

*Please imprint invoice on Consultant Firm's letterhead.*

**Actual Total Paid to Date:** Consultant firm's record of actual amounts paid to date under a Work Order/ Purchase Order

**Agreement Number:** Unique per conformed agreement and subject to change during a multi-year program; provided by PA on conformed agreement and authorization material thereof

**Consultant's Estimate for Next Month's Invoice:** Consultant must provide good estimate of billing charges for upcoming month to be reviewed and updated by PA Agreement Project Manager. This amount is used for accrual purposes.

**Cost Center and Internal Order:** PA internal accounting codes combined to chargeback to PA Operating budget; unique to a Work Order/ Purchase Order and subject to change; provided on Work Orders and Change Orders

**Current Invoice Amount:** Breakdown of charges for current billing period; provided by consultant firm

**ECI (Engineering Call-In) Number:** Sequential identification number to differentiate Work Orders/ Purchase Orders within a Call-in Agreement; provided on Work Order and reference material thereof

**GL Account:** PA internal accounting code to chargeback to PA Operating and Capital budgets; unique to engineering discipline or group; provided on Work Orders and Change Orders

**Invoice Date:** Consultant firm's date of invoice

**Invoice Number:** Consultant firm's invoice number *[submit invoices for retroactive expenditures separately and add the suffix "RETRO" to the invoice number; when submitting the last invoice under a Work Order/ Purchase Order, add the suffix "FINAL" to the invoice number]*

**Invoice Period:** Consultant firm's time period covered by invoice

**Outstanding Amount:** Consultant firm's reference field to monitor amount outstanding for a Work Order/ Purchase Order (does not include the value of "current invoice amount" field)

**Port Authority APM Contact:** PA Agreement Project Manager; provided on Work Order and Change Order

**CONSULTANT INVOICE FIELD DEFINITIONS**  
**Engineering Financial Services (EFS)**

**Percentage Complete:** Consultant firm's percentage of work completed for Work Order/ Purchase Order

**Previously Billed:** Consultant firm's reference field to track previously billed amounts

**Purchase Order Number:** PA internal mechanism to budget for Work Order value, manage budget and generate payment; unique to Work Order; provided on Work Order and reference material thereof

**Reference:** Title of agreement; provided on conformed agreement

**Remaining Work Order (Award Letter) Budget:** Consultant firm's reference field to monitor available funds per Work Order/ Purchase Order

**Subject:** Description of Work Order/ Purchase Order; provided on Work Order and Change Order

**Taxpayer Number:** Consultant firm's taxpayer identification number

**Total Work Order (Award Letter) Budget:** Authorized amount per Work Order/ Purchase Order; provided on Work Order and updated via Change Order

**Vendor Number:** PA internal number assigned to consultant firm in order to generate payment; unique to consultant name and payment remittance address; provided by Engineering Financial Services (EFS) staff

**WBS Element:** PA internal accounting code to chargeback to PA Capital budget; unique to Work Order/ Purchase Order and subject to change; provided on Work Orders and Change Orders

For questions or concerns regarding consultant invoices, please contact one of the following EFS Customer Service Managers:

- For Engineering and Architectural Design Division (Unit 415), Amy DeNardo at [adenardo@panynj.gov](mailto:adenardo@panynj.gov) or 201-395-3627

For all OTHER Engineering Department divisions (including Sandy Projects), Stacey Gibson Williams at [stgibson@panynj.gov](mailto:stgibson@panynj.gov) or 201-395-3651

Vendor Name: \_\_\_\_\_  
 Vendor Contact Name: \_\_\_\_\_  
 Vendor Contact Phone: \_\_\_\_\_  
 Vendor Number: \_\_\_\_\_  
 Taxpayer Number: \_\_\_\_\_

Vendor Address: \_\_\_\_\_  
 Vendor Contact Email: \_\_\_\_\_

For PA use only	
SE Number	

The Port Authority of NY & NJ  
**ATTN: Program Director, EFS**  
 2 Montgomery Street, 4th Floor  
 Jersey City, New Jersey 07302

Email invoices to: **ENG-Invoices@panynj.gov**

Port Authority APM Contact: (as stated in Award Letter)

SUBJECT: (as stated in Award Letter)

**REFERENCE: EXPERT PROFESSIONAL SERVICES FOR ON A "CALL-IN" BASIS DURING 20\_\_.**

Discipline/Group <---select--->

Purchase Order Number	_____	Invoice Number	_____
Agreement Number	_____	Invoice Date	_____
ECI Number	_____	Invoice Period Start	_____
		Invoice Period End	_____

	TOTAL WORK ORDER BUDGET	PREVIOUSLY BILLED	CURRENT INVOICE AMOUNT	REMAINING BUDGET	For PA use only COMMENTS
<b>Prime Vendor</b>					
Labor Cost			0.00	0.00	
Out-of-Pocket Expenses			0.00	0.00	
<b>Sub-Totals</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
<b>Sub-Vendors (list below)</b>					
			0.00	0.00	
			0.00	0.00	
			0.00	0.00	
			0.00	0.00	
			0.00	0.00	
			0.00	0.00	
			0.00	0.00	
			0.00	0.00	
<b>Sub-totals</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
<b>TOTALS</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	

Percentage Complete \_\_\_\_\_

Actual Total Paid to Date \_\_\_\_\_  
 Outstanding Amount \$0.00

Vendor's estimate for next month's invoice:

\_\_\_\_\_

**Account Code(s) - See tab Pg2 for Account Code Breakdown Sheet**

**Below for 1st Signatory/Task Lead/DAR use**

Earned Value Analysis ☐ Pay in Full

Pay Partial: How Much? \_\_\_\_\_

Pay Partial: Reason(s)

## Account Code Breakdown

Invoice Number 0  
 PO Number 0

Invoice Date 1/0/1900  
 Agreement No. --

### PRIME Labor Breakdown

		Operating Program (incl. CG3)		Capital Program		
AMOUNT (\$) BREAKDOWN *	GL ACCOUNT	COST CENTER	INTERNAL ORDER	WBS ELEMENT	DESCRIPTION	For ECIP use only
\$ -	Total Account Code for PRIME Labor					

Above Total Account Code(s) must equal Labor Cost in Pg1 Invoice. The Total above will be highlighted in red if it does NOT match.

### PRIME Expenses

		Operating Program (incl. CG3)		Capital Program		
AMOUNT (\$) BREAKDOWN *	GL ACCOUNT	COST CENTER	INTERNAL ORDER	WBS ELEMENT	DESCRIPTION	For ECIP use only
\$ -	Total Account Code for PRIME Expenses					

Above Total Account Code(s) must equal Out-of-Pocket Expenses in Pg1 Invoice. The Total will be highlighted in red if it does NOT match.

### SUB-VENDORS

		Operating Program (incl. CG3)		Capital Program		
AMOUNT (\$) BREAKDOWN *	GL ACCOUNT	COST CENTER	INTERNAL ORDER	WBS ELEMENT	DESCRIPTION	For ECIP use only
\$ -	Total Account Code for SUB_VENDORS					

Above Total Account Code(s) must equal Sub-Vendor Totals in Pg1 Invoice. The Total will be highlighted in red if it does NOT match.

\$ -	Total Account Code Breakdown*					
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\* Total Account Code Breakdown must equal Current Invoice Total. The Total will be highlighted in red if it does NOT match.

Invoice Number	0
Invoice Date	1/0/1900
Invoice Period	1/0/1900 - 1/0/1900

Premium Payment for Overtime, Night Work or Hazardous Duty								
e							0.00	
							0.00	
							0.00	
							0.00	
							0.00	
							0.00	
							0.00	
							0.00	
							0.00	
							0.00	
							0.00	
							0.00	
							0.00	
							0.00	
	Total Labor Expense				0.00	\$0.00		

<b>Total Labor Expense</b>	<b>\$ -</b>
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## Out-of-Pocket Expense Breakdown

Invoice Number

0

Invoice Date

1/0/1900

Invoice Period

1/0/1900 - 1/0/1900

[illegible]

### Sub-Vendor Expense Breakdown

Invoice Number	0
Invoice Date	1/0/1900
Invoice Period	1/0/1900 - 1/0/1900

[illegible]

\* List each sub-vendor invoice seperately