




Maura Healey, Governor  
Kimberley Driscoll, Lieutenant Governor  
Gina Fiandaca, Secretary & CEO  
Phillip Eng, General Manager & CEO



## MEMORANDUM

**TO:** Capital Programs Project Managers, Contractors, Consultants and Vendors

**FROM:** Scott Bosworth   
Chief of Capital Programs

**DATE:** May 1, 2023

**RE:** Fiscal Year End Invoice Processing

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In an effort to pay our contractors, consultants and vendors prior to the end of the fiscal year, we are requesting that complete and accurate invoices for contract work be submitted in e-Builder **no later than June 9, 2023.**

This deadline will allow sufficient time for review and processing by the MBTA Project Office, Finance Department and Accounts-Payable prior to the final pay cycle of the fiscal year.

In addition, all parties are reminded that every effort should be made to convert ETSA's to Task Order/Amendments and Work Directives to Change Orders/Risk Reallocations as soon as possible to allow for invoicing prior the end of FY23.

Thank you for your cooperation.