



Capital Invoice Service Dates

Overview

The Bureau of Public Transportation (BPT) is revising its long-standing policy on capital invoice service dates to comply with Commonwealth financial reporting requirements. Recently, invoices submitted in eGrants have been denied due to incorrect service date ranges entered in the receipt. Historically, the vendor's invoice date was used instead of the full period during which services were provided, which does not align with the Commonwealth's Management Directive 310.29.

Updated Policy

When entering the "Service Start Date" and "Service End Date" in a capital receipt, the date range must reflect the actual period during which the services were rendered. Services rendered refers to the work or tasks a vendor has completed, rather than services that are planned or promised. As a general guideline, the earliest date shown on the vendor's supporting documentation should be entered as the "Service Start Date," and the most recent date should be used as the "Service End Date." Common examples are provided later in this document.

The screenshot shows a web interface for a "Receipt Detail" form. At the top left, there is a tab labeled "Receipt Detail". Below the tab is an "Edit" button with a pencil icon. The form contains two date fields: "Service Start Date" and "Service End Date". Both fields are marked with a red asterisk, indicating they are required. The "Service Start Date" is set to 08/01/2025, and the "Service End Date" is set to 08/31/2025. Each date field has a small calendar icon to its right. The date format is MM/DD/YYYY.

BPT Program Managers will review all receipts for accurate dates based on the uploaded supporting documentation. Receipts will be sent back for modifications to correct dates when necessary.



Fiscal Year Rollover

State funding is committed in grants by state fiscal year (i.e. July 1 to June 30). When submitting receipts, the request for reimbursement may only bill for expenses within a single fiscal year. Expenses that span across fiscal years, such as a service date range of 6/1/2025 to 7/31/2025, must be requested in separate receipts. Furthermore, in this example only expenses from 6/1/2025 to 6/30/2025 can be billed until BPT completes a grant adjustment to move funding into the following fiscal year. After the grant adjustment is executed, expenses beginning July 1 can be submitted for reimbursement.

Supporting Documentation

Please submit the vendor's invoice as supporting documentation for your capital reimbursement request. Internal organizational documents such as purchase orders, departmental approvals, or copies of checks, are not required.

Capital Grant "Effective Date"

All work or tasks in a capital grant agreement must be completed on or after the "Effective Date" of the state capital grant, unless receiving a preapproval letter for costs incurred prior to the Effective Date. The Effective Date is defined in the agreement as the date the agreement has all approvals required by the Commonwealth, as indicated by the date of the last Commonwealth signature. Following full execution, the Effective Date will be included on the e-signature page which is attached to the agreement.

	Date
Grantee	08/19/2025
Executive	08/19/2025
Chief Counsel	08/21/2025
OGC	08/28/2025
OAG	10/03/2025
Comptroller	10/09/2025

Invoicing Guide

BPT updated the Capital and Operating Invoice User Guide which is saved on our [website](#). Please contact your Program Manager with any questions.



Example 1 – Contractor Application for Payment (a.k.a. Pay Application)

Service dates entered as **3/1/2026** to **3/31/2026**.

Note: Although monthly submissions are standard industry practice, construction contractor applications and certifications for payment do not necessarily correspond to a single month.

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APPLICATION NO.: 13

PERIOD TO: 3/31/2026

The "period to" is entered as the "Service End Date." It further identifies the month and the subsequent "Service Start Date" as 3/1/2026 because monthly pay applications are an industry standard.

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information, and belief that the Work covered by this Application For Payment has been completed in accordance with the Contract Documents.

CONTRACTOR: B.A. Meixel Electrical Inc.

By: [Signature] Date: 3/20/26

State of: PA
 County of: Lycoming
 Subscribed and Sworn to before me this 20 day of March 2026
 Notary Public: [Signature]
 Commission expires: _____

Commonwealth of Pennsylvania - Notary Seal
 DENISE C HAGER - Notary Public
 Lycoming County
 My Commission Expires August 15, 2027
 Commission Number 1201362

CERTIFICATE FOR PAYMENT

In accordance with the Contact Documents, based on site observations and the data comprising this application, the Owner/Owner's authorized representative certifies to the Owner that to the best of the signaturs knowledge, information, and belief the Work has progressed as _____ with the Contract Documents, and the Contractor is entitled _____

AMOUNT CERTIFIED.....\$ 18, _____

Certified date is considered the "Invoice Date," but no longer using the certified date as the "Service End Date."

(Attach explanation if Amount Certified differs from Application and on the Continuation Sheet that are _____)

By: Chad Stauffer Date: 3/23/26

This Certificate is not negotiable. The Amount Certified is payable only to the Contractor named herein.



Example 2 – Equipment Purchase

Service dates entered as **4/24/2025** to **4/25/2025**.

Note: This matches the existing policy that a single vendor invoice date should be the "Service End Date." The "Service Start Date" is the previous calendar day.

Sold To Address		Ship to Address			
Step Inc 2138 Lincoln Street Williamsport PA 17701 United States		PHILIP GOOD STEP Inc 2138 Lincoln St Williamsport PA 17701 United States			
Customer PO #	MyDCW Order #	Ship Via	F.O.B.	Terms	
PO-9548	SO-86352	UPS GROUND	Destination	Net 30 Days	
Item	Description	Ship Qty	BO Qty	Price	Amount
AZ5P7AT#ABA	HP Elite 805 G9 Desktop Computer - AMD Ryzen 5 8500G - 16 GB - 256 GB SSD - Small Form Factor - AMD Pro 665 Chip - Windows 11 Pro - AMD Radeon 740M Graphics DDR5 SDRAM - English Keyboard - 260 W Serial #s: MXL4482H5H , MXL4482H5J , MXL4482H5L , MXL4482H5N , MXL4482H5P , MXL4482H6F , MXL4482H6G , MXL4482H6M , MXL4482H6P	9		\$779.99	\$7,019.91