



COMMONWEALTH of VIRGINIA

DEPARTMENT OF TRANSPORTATION
1401 EAST BROAD STREET
RICHMOND, VIRGINIA 23219 2000

Gregory A. Whirley
Commissioner

December 5, 2011

VDOT's Partners in the Contracting Industry

The Virginia Department of Transportation is in the process of transitioning to a new financial management system to be implemented on December 5, 2011. While there are no significant changes to either procurement or payment processes or requirements associated with the new system, the transition to the new system will cause a change in the timing of the November 2011 estimate generation through our Site Manager System and payment to a portion of our vendors.

The conversion of data from our current financial management system to our new financial system required us to generate the November estimates that normally generate on the 20th of the month a few days early. Therefore those vendors whose estimates produced on the 20th will have a few days of work not included on their November estimate payment. Once our new financial system is up and running the week of December 5, VDOT will generate an additional estimate for those vendors affected, so that payment can be made as soon as possible for the days previously cut off.

We sincerely apologize for any inconvenience this may cause you. We thank you for your patience during this transition and your participation in VDOT's construction program.

Sincerely,

A handwritten signature in cursive script that reads "John W. Lawson".

John W. Lawson
Chief Financial Officer