

**EAST DOWNTOWN REDEVELOPMENT AUTHORITY
INVOICE ADMINISTRATION, AUTHORIZED ACCOUNT SIGNATORIES,
AND PAYMENT PROCEDURES**

Invoice Administration

All invoices and requests for payment for the East Downtown Redevelopment Authority/TIRZ 15 (EDRA) shall utilize the procedures detailed in this document. Invoices that are submitted after the required dates shall be taken up the following month. Invoices that are not complete shall be returned to the appropriate representative.

1. Contracts Supported by Work Authorizations
 - a. All invoices shall be submitted to the EDRA Accountant (Cindy Craig, Roland, Warren, and Fry, ccraig@houston-cpas.com) with a copy to the EDRA Administrator (Jude Anderson, PMP, The Goodman Corporation, jude@edratirz15.com) no later than 5:00 PM on the 10th of each month.
 - b. The Invoice shall identify the Work Authorization, the total budget authorized, the amount previously invoiced, the current invoice, the remaining budget and the current MWDBE Participation.
 - c. Invoices that are supported by Work Authorizations shall also include or be supported by documentation that details tasks completed during the period, the percentage of project previously completed and the current completion percentage.
 - d. Any allowable reimbursable expenses shall be supported by appropriate documentation which shall be included in the package.
2. Consulting Contracts without Work Authorizations and supported by ongoing Contracts
 - a. All invoices shall be submitted to the EDRA Accountant (Cindy Craig, Roland, Warren, and Fry, ccraig@houston-cpas.com) with a copy to the EDRA Administrator (Jude Anderson, PMP, The Goodman Corporation, jude@edratirz15.com) no later than 5:00 PM on the 10th of each month.
 - b. All invoices that are supported by an ongoing consulting contracts shall include sufficient detail to support all charges. These invoices shall also include or be supported by documentation that details tasks completed during the period. Any MWBE participation shall also be documented.

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- c. Any allowable reimbursable expenses shall be supported by appropriate documentation which shall be included in the package.
3. Construction Contracts
- a. All construction invoices/pay applications/ construction change orders shall be submitted to the appropriate Construction Management Firm for review and approval.
 - b. The appropriate Construction Management Firm will review, verify and request revision/correction or approve all construction invoices/pay applications/ construction change orders. All invoices shall be submitted to the EDRA Accountant (Cindy Craig, Roland, Warren, and Fry, ccraig@houston-cpas.com) with a copy to the EDRA Administrator (Jude Anderson, PMP, The Goodman Corporation, jude@edratirz15.com no later than 5:00 PM on the 10th of each month.
 - c. The Invoice shall identify the total budget authorized by category, the amount previously invoiced, the current invoice, the remaining budget and the current MWDBE Participation. Invoices shall identify or be supported by documentation that identifies the percentage complete by category.
 - d. Any allowable reimbursable expenses shall be supported by appropriate documentation which shall be included in the package.
4. Regular and Recurring Invoices
- a. All invoices shall be submitted to the EDRA Accountant (Cindy Craig, Roland, Warren, and Fry, ccraig@houston-cpas.com) with a copy to the EDRA Administrator (Jude Anderson, PMP, The Goodman Corporation, jude@edratirz15.com) no later than 5:00 PM on the 10th of each month.
 - b. The administrator checks that the services were ordered and used and confirms the charges are within the standard charges published or on file and provides this information to the appropriate committee.

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Payment Procedures

1. For months in which a Board Meeting is scheduled, the Finance Committee shall review all invoices that do not involve engineering consulting or construction projects and the Projects Committee shall review all engineering consulting invoices and all construction invoices/pay applications/change orders prior to the Board Meeting and make a recommendation for approval or denial to the full board for each invoice. Approval or denial shall be recorded in the Board Meeting minutes. Approved invoices shall be paid by the EDRA accountant following Board Approval.
2. For months in which a Board Meeting is not scheduled, the Finance Committee shall review all invoices that do not involve engineering consulting or construction projects and record its recommendations for each invoice. The Finance Committee shall provide the EDRA Administrator (Jude Anderson, PMP, The Goodman Corporation) its recommendations The EDRA Administrator (Jude Anderson, PMP, The Goodman Corporation) shall review the Finance Committee's recommendations and either (a) approve payment; or (b) deny payment. A record of all invoices paid shall be presented to the full Board at the next scheduled Board Meeting.
3. For months in which a Board Meeting is not scheduled, the Projects Committee shall review all invoices for engineering consulting and construction projects and record its recommendations for each invoice. The Projects Committee shall provide the EDRA Administrator (Jude Anderson, PMP, The Goodman Corporation) its recommendations The EDRA Administrator (Jude Anderson, PMP, The Goodman Corporation) shall review the Project Committee's recommendations and either (a) approve payment; or (b) deny payment. A record of all invoices paid shall be presented to the full Board at the next scheduled Board Meeting.

Record Keeping

Copies of all documentation and recommendations shall be retained in compliance with the EDRA document retention schedule and policies and in accordance with applicable law.

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Authorized Signatories for Authority Accounts

Selection of Authorized Signatories

The Authority will have a least four (4) authorized signatories for the Authority's Operating Account. The Board Chair shall nominate the authorized signatories and a list of the proposed authorized signatories will be presented to the board for approval. After board approval the EDRA Accountant (Cindy Craig, Roland, Warren, and Fry, ccraig@houston-cpas.com) will start the process with the bank to change/add the new signatories. Any existing signatories will remain active until replaced.

Duties of Authorized Signatories

Authorized Signatory shall:

- Confirm checks match unpaid bills report/ invoice
- Confirm appropriate committee or board approval
- Shall accomplish these duties with a minimum delay (24 hours maximum)

Payment Approval Administration

Physical Checks

For months where there is no board meeting scheduled, for physical checks, the EDRA Administrator, Jude Anderson, PMP, The Goodman Corporation, or designee shall confirm all checks match the unpaid bills report/invoice and the appropriate committee or board has approved of the payment and shall arrange for 2 of the authorized signatories to sign each check.

For months where there is a board meeting scheduled, for physical checks, the EDRA Accountant (Cindy Craig, Roland, Warren, and Fry, ccraig@houston-cpas.com) or designee shall confirm all checks match the unpaid bills report/invoice and the board has approved of the payment and shall provide the checks at the meetings for 2 of the authorized signatories to sign each check.

Electronic Funds Transfer

For months where there is no board meeting scheduled, the EDRA Administrator (Jude Anderson, PMP, The Goodman Corporation) or designee shall confirm all payments match the

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unpaid bills report/invoice and the appropriate committee or board has approved of the payment and shall provide copies of this information via email to at least 2 of the authorized signatories. Each of the signatories will email the EDRA Administrator, Jude Anderson, PMP, The Goodman Corporation, and the EDRA Accountant (Cindy Craig, Roland, Warren, and Fry, ccraig@houston-cpas.com) with confirmation that they have reviewed the unpaid bills and approvals and approve payment of the invoices.

For months where there is a board meeting scheduled, for electronic funds transfer, the EDRA Accountant (Cindy Craig, Roland, Warren, and Fry, ccraig@houston-cpas.com) or designee shall confirm all checks match the unpaid bills report/invoice and the board has approved of the payment and shall provide a form at the meetings for 2 of the authorized signatories to confirm that they have reviewed the unpaid bills and approvals and approve electronic payment of the invoices.

The EDRA Accountant (Cindy Craig, Roland, Warren, and Fry, ccraig@houston-cpas.com) or designee shall electronically transfer funds per the banks standard electronic banking system.

Revisions to Financial Procedures

1. If necessary, the Financial Committee or Projects Committee, as applicable, shall make recommendations to the board for process revisions to these financial procedures. Revisions shall be incorporated upon Board Approval.
2. The EDRA Administrator may make changes to the name and contact information for the Accountant and the Administrator listed in this procedure.

These Invoice Administration and Payment Procedures are effective as of January 30, 2020.