



**TO:** Email Address  
**FROM:** Niki Stinn, P.E.  
**SUBJECT:** FM (309) Vouchers During COVID-19  
**DATE:** March 25, 2020

County Engineer and Local Systems Staffs,

In light of the COVID-19 issue, many of the folks in the Finance Bureau are or will soon be working from home. Because they may not be in the office to receive “snail mail”, they are requesting that you **scan and email** any 309 vouchers (a.k.a. FM vouchers, a.k.a. Form 181013) to them that have not already been mailed via the postal service. Scanned copies should be emailed directly to [DOT-ContractorPay-Finance@iowadot.us](mailto:DOT-ContractorPay-Finance@iowadot.us) for processing. At this time, they will not be processed out of DocExpress.

The above email address should also be used by Local Systems staff to submit any paperwork that needs processing, such as approved Finals and Change/Work orders.

The above email address should **only** be used for paperwork that needs processing from Finance. Any other questions or communications can and should continue to be emailed to Christine Berryhill ([Christine.Berryhill@iowadot.us](mailto:Christine.Berryhill@iowadot.us)) or Donna Banker ([Donna.Banker@iowadot.us](mailto:Donna.Banker@iowadot.us)).

Please look this information over carefully and if you have any questions, reply to the email below.

Thanks,

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Local Systems Bureau  
Iowa Department of Transportation  
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