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From: Audit Administration
To: All IPA Firms
Subject: IPA invoices for June 30, 2015 projects
Date: October 16, 2015

In our continuing effort to provide additional functionality through the Auditor of State's (AOS) IPA Portal, we are in the process of transitioning to an automated electronic invoicing system via the IPA Portal. This transition will take place next week, at which time the IPA Portal will be unavailable for a period of no longer than one (1) day.

The new electronic invoicing system will be utilized for projects with a fiscal year end of 6/30/15 and beyond.

Our IT department is in the process of uploading all invoices for 6/30/15 projects previously submitted and approved by AOS. Any remaining invoices for these projects will be required to be submitted via the IPA Portal Invoicing System.

Registered firms with the Auditor of State's Office with Active or Suspended Status will have access to the enhanced IPA Portal. Firms with Suspended Status will have limited access to certain applications in the Portal. The limited access will include access to the automated electronic invoicing system.

Effective immediately - Please do not submit additional invoices to the AOS regional office invoice email accounts for projects with periods ended 6/30/15 and beyond. All invoices submitted to the AOS by October 15, 2015 will be processed; however, all remaining invoices for these projects will be required to be submitted via the new invoicing system.

Note: For any project with a fiscal year ended PRIOR to 6/30/15, invoices will still be approved by the regions using the manual approval process.

Questions and Concerns:

We appreciate your firm's continued support, cooperation, and patience as we enhance the IPA contracting process.

Additional information will be provided next week detailing the enhancements to the IPA Portal.

If you have any questions or concerns, please email IPACorrespondence@ohioauditor.gov.