INVOICE REVIEW CHECKLIST

Dist - Co - Rte -PM _____

Project Number: _____

Invoice Number: _____

Date Received: _____

		FREQUENCY OF REVIEW	CONCUR	N/A
1	Invoice Received/Date Stamped by District, Electronic Copy to LPA, Update LP2000	All Invoices	☐	☐
2	Verify Execution of Project Agreements	First Invoice	☐	☐
3	Check Invoice Format and Content	All Invoices	☐	☐
4	CTC Allocation / Federal Authorization to Proceed (E-76) (as appropriate) Prior to Beginning Reimbursable Work for Phase of Work or Advertising Construction Contract	1st Invoice for Phase of Work	☐	☐
5	Work within Approved Scope and Limits of CTC Allocation / Federal Authorization (E-76)	All Invoices	☐	☐
6	Work Eligible for Federal and/or State Participation (Federal Program, Highway Related, Non Routine Maintenance, Utility Relocations in accordance w/ "Alternate Procedure", etc.)	All Invoices	☐	☐
7	Phases of Work / Fund Types / Fund Amounts / Federal Apportionment Codes / Reimbursement Rates Consistent w/ Approved Finance Letter	All Invoices	☐	☐
8	Consultant Agreement	Consultant Invoices	☐	☐
9	STIP Timely Use of Funds Deadlines, Cooperative Work Agreement deadlines, etc.	All Invoices	☐	☐
10	Receipt of Construction Contract Award Package [2, 3, 4]	1st CON Invoice	☐	☐
11	Submit Exhibits 15-G2 "Local Agency Bidder DBE Information" and 15-L "Local Agency Contract Award Checklist" LAPM to the DLA DBE Coordinator.	1st CON Invoice	☐	☐
12	Local Agency QAP and TCP in Place for Materials Testing and Traffic Control	CON Invoice	☐	☐
13	Contract Change Orders (Federally Eligible, DLAE Reviewed/Approved, Acceptable Design Standards.)	All Invoices	☐	☐

		FREQUENCY OF REVIEW	CONCUR	N/A
14	Level of Work Completed Consistent with Total Federal / State Funds Invoiced [5]	All Invoices	☐	☐
15	Invoiced Funds Do Not Exceed Amounts Allocated / Authorized	All Invoices	☐	☐
16	Invoice Documentation (Back-Up) Supports Current Amount Billed	All Invoices	☐	☐
17	Local Agency Invoice Certification / Signature	All Invoices	☐	☐

Incomplete or disputed invoice packages must be returned promptly to the local agency to avoid incurring interest penalties. A Dispute Notification Letter shall accompany all invoices returned to the local agency. The appropriate LPA accountant (not the "Local Programs Accounting" Lotus Notes Account) should be notified when an invoice is returned to the local agency by the DLAE. The LPA accountant will update LPAMS with the dispute reason and update the Local Agency Payment System (LAPS) web-site so that the local agency can view the status of the invoice.

Footnotes:

1. The DLAE should forward the approved invoice or return it to the local agency with 15 days of receipt by Caltrans. LPA must forward invoices approved for payment to the SCO within 45 days of receipt by Caltrans. Local agencies must be paid by the SCO within 60 days of receipt by Caltrans to avoid interest penalties. (Note that interest penalties are debited against the District's Operating Budget)
2. Contract Award Package must be submitted to DLAE within 60 days of contract award or with first construction (CON) invoice, whichever is earlier.
3. Upon receipt of Contract Award Package, enter the "Local Agency Bidder DBE Information" into LP2000
4. Submit LAPM Exhibits 15-G2 "Local Agency Bidder DBE Information" and 15-L "Local Agency Contract Award Checklist" to the DLA DBE Coordinator.
5. Verify that completed work is consistent with the Federal and/or State funds invoiced (see DLA-OB 09-05 – Attachment 2 "Bid Summary / Cost to Date Form" for a sample document.)

I have reviewed this invoice in accordance with the above checklist and I approve the invoice for payment:

_____ _____

Caltrans District Representative Signature **Date:**

_____ _____

Print Name and Title **Phone No.**

Comments: _____

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