

INVOICE CHECKLIST

Prior to Invoicing:

- A) Has the public works department submitted all the required documents to the DLAE so that the project can be processed with FHWA for federal fund reimbursement? *i.e. finance letter, etc.*
- B) Arc master agreement and the program supplement executed by both Caltrans and the local agency and conformed by Caltrans? *Page 5-3*
- C) Are the reimbursable phases of work authorized in the E-76 Finance Letter, and all federal documents?
- D) Were all the federally eligible costs incurred after the Federal Authorization E-76 date? Are those dates shown on the invoice?

Invoicing: Format and Backup

For Format: See Sample Exhibits 5C through 5G

- E) Is the invoice in the proper format as discussed in Chapter 5 of *Local Assistance Procedures Manual*?
- F) Were original invoice and two copies submitted along with one copy of the required backup documentation? (See Section 5.5 #12 for acceptable backup documentation of this chapter) *Page 5-14*
- G) Is this the first construction invoice? If so, a copy of the award package must be included (exception: force account done by local agency's work force). *Page 5-5*
- H) Is the date of the invoice current? (Re-submitted invoices must be re-dated). *Page 5-14 #8*
- I) Does the invoice have the local agency's letterhead, address, and signed certification statement from the responsible parties? *Page 5-13 #; Page 5-14 #9 and #10*
- J) Is the invoiced amount less or equal to the total authorized funds on E-76 or this project? *Page 5-4*
- K) Does the invoice show the correct project number and correct reimbursement ratio? *Page 5-14 #3*
- L) Is the correct Federal Appropriation code (i.e. Q240) shown for each phase of work and does it agree with the finance letter? *Page 5-15 #11*
- M) Was the indirect cost reimbursement rate applied only to direct costs included in the direct cost base, i.e., payment for direct labor? (Section 5.5 #14)
- N) Does the invoice show all cumulative costs to date and is the calculation correct?
- O) Does the invoice have a contact person's name and phone number? *Page 5-14 #11*

Final Invoice:

- P) Is this the **final** invoice? If so, it should be sent to the district or to the **designated Caltrans Program Manager/DLAE for approval** before coming to LPA. Does the final invoice amount agree with the final detail estimate/final report of expenditures?
- Q) Does the invoice request all the funds specified on the program supplement or federal documents? If so, are all of the proper documents included? (Final project reports, proper signatures from authorized parties, etc.)