**Invoice Review Checklist**

The City intends to pay you promptly. Below is a checklist to ensure your payment will be processed quickly. Provide this to the best person in your company for ensuring invoice quality control.

[ ]  Send the invoices to the correct address:

**City Department Address/Invoice Recipient:**

[ ]  Validate that the time period for services performed is within the Contract Begin Date and Contract End Date.

[ ]  Ensure invoice items have not been previously billed or paid, given the time period for which services were performed.

[ ]  Ensure enough money remains on the contract (including amendments), to pay the invoice.

[ ]  Ensure the Labor Rates match the most current approved rate sheet.

[ ]  Ensure the Overhead Rate and Fee used in calculating personnel costs match the most current approved rate sheet.

[ ]  Ensure the Direct Charges on the invoice are allowable by contract.

[ ]  Eliminate unallowable costs *(e.g. Traveling Business or First Class, Alcoholic Beverages, etc)*

[ ]  Verify that personnel named are explicitly allowed for within the contract or most current approved rate sheet.

[ ]  Ensure WMBE utilization is provided to the City and/or entered into the City on-line system.

[ ]  Check the math.

[ ]  Ensure back-up documentation is adequate and complete.

[ ]  Verify invoice number and make sure it is not a duplicate or previously submitted. Duplicate invoices will confuse and delay your payment. Contact the City if you think a duplicate invoice is needed, before you send one.

Definitions

* Services: Deliverables or work performed by the consultant including analysis, advice, recommendations, report preparation, design development, and other specialized services.
* Direct Charges: Non‐Salary expenses that are necessary and directly applicable to the work required by the contract, for example, Travel & Per Diem, Reproduction Expenses, Office Supplies, and Sub-consultants, and other reimbursables.
* Contract End Date: The date the contract expires. Consultants may not work after this date.