**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.