

Contractor Invoice Review Checklist

Submitting a proper invoice will ensure processing of your payment in a timely manner. This form is a tool to assist you in submitting a proper invoice. Utilize this check list; refer to your contract as needed; and direct questions to your designated RPS. Submit your invoice for payment through the usual process.

You do not need to include this form with your invoice.

1. Are you using the correct invoice form?

- ☐ Yes, continue
- ☐ No, check for correct form

2. Did you use a “unique” invoice number?

- ☐ Yes
- ☐ No, correct and continue

3. Did you use the correct OAKS Vendor ID and Purchase Order Number?

- ☐ Yes
- ☐ No, correct and continue

4. Are you within the FTEs allowed in the contract?

- ☐ Yes
- ☐ No, correct and continue
- ☐ N/A

5. Have you attached receipts for lodging **and** equipment?

- ☐ Yes
- ☐ No, attach receipts and continue
- ☐ N/A

5a. Do the total amounts on receipts match the amount entered on the form?

- ☐ Yes
- ☐ No, calculate, correct and continue
- ☐ N/A

6. Did you utilize the appropriate allocation percentage rate when calculating occupancy cost?

- ☐ Yes, forward to RSC for payment processing.
- ☐ No, go back and correct errors or missing information.

Notes for reviewers use: _____