

INVOICE CHECKLIST (CONSTRUCTION)
SOTR: REVIEW INVOICE AND COMPLETE THE FOLLOWING:

DATE RECEIVED 7/31/2020 INVOICE NO. GAP0020-1

CONTRACT NO. JSA-20-C0733 SUBCONTRACTOR Carr Electric

SOTR: J. Willoughby SUBCONTRACTING OFFICER C. Stepney

- a. Schedule of Values Approved: X Yes _____ No
- b. Initial Progress Schedule Approved: X Yes _____ No
- c. Updated Progress Schedule Received: X Yes _____ No
- d. As-built Drawings up-to-date: n/a Yes _____ No
- e. Underground utility as-builts up-to-date: n/a Yes _____ No
- f. Technical Submittals up-to-date: X Yes _____ No
- g. Daily Reports up-to-date: n/a Yes _____ No
- h. Satisfactory Test Results for billed Work: n/a Yes _____ No
- i. Waste Reduction Progress Report Received: n/a Yes _____ No
- j. Payrolls up-to-date (consult with Procurement for status): _____ Yes _____ No
- k. Subcontractor behind schedule: _____ Yes X No
- l. Amount Disallowed from Invoice Due to Incomplete Work, Non-complaint Work, and/or no submittals/test reports:

1. Amount _____ Reason _____
2. Amount _____ Reason _____
3. Amount _____ Reason _____
4. Amount _____ Reason _____

- m. Retention for this month's invoice: _____ Yes X No

1. Amount _____ % Reason _____
2. Previous retention held: _____ Yes _____ No-Continue to hold: _____ Yes _____ No
3. Liquidated Damages: _____ Yes _____ No-Number of Days _____

- n. Recommended amount of payment \$41,647 SOTR Initials JRW

Payment to be made from the Purchase Order (PO) lines as follows:

PO Line # <u>1</u> Amount <u>\$0</u>	PO Line # _____ Amount _____
PO Line # _____ Amount _____	PO Line # _____ Amount _____
PO Line # _____ Amount _____	PO Line # _____ Amount _____

- o. Date forwarded to Subcontracting Officer 7/31/2020