

### Invoice Review Checklist

| Complete | Invoice Component                                                               |
|----------|---------------------------------------------------------------------------------|
|          |                                                                                 |
|          | Make sure Invoice Start/End Dates are realistic and within contract duration    |
|          | Confirm Original Contract Value matches signed contract                         |
|          | Confirm Current Contract Value includes all approved Change Orders / Amendments |
|          | Make sure Contract and PO Numbers are included on Invoice                       |
|          | Confirm Invoice Number is sequential                                            |
|          | Confirm Invoice Amount matches the backup                                       |
|          | Confirm Previous Amount matches the total of the previous invoice               |
|          | Make sure invoice includes running values for all subconsultants                |
|          | Make sure invoice identifies if prime and/or subconsultants are DBE, MBE or WBE |
|          | Confirm Values for subconsultants match the backup                              |
|          | Confirm scope of Invoice is listed and realistic (no prepayment)                |
|          | Confirm signatures are included                                                 |
|          | Confirm rates and yearly increases match contract                               |
|          | Confirm multiplier matches what's approved in the contract for prime and subs   |
|          | Confirm any OT is allowable by contract                                         |
|          | Confirm reimbursable expenses are allowed by contract                           |
|          | Confirm receipts are included and match the expenses listed                     |
|          | Confirm math is correct                                                         |