Check Number:

Check Amount:

Payee:

Documents for the following review components are attached:

Checklist

Procurement

Award

Invoice and Payment

Notes:

Procurement

Procurement Type

Professional Services RFQ

Professional Services RFP

Small Purchase

Sealed Bid

Documentation

Newspaper Advertisement

Affidavit of Posting

OMBE Notification

Letters of Solicitation

RFQ/RFP Rating Sheets

Quotation Sheet

Bid Opening Minutes

Bid Tab

Other

Notes:

Award

Documentation

Debar Check

Resolution

Contract

Beason-Hammon Certificate

Beason-Hammon Clause

LWCF/RTP Standard Clauses

Purchase Order

Other

Notes:

Invoice and Payment

Copy of Invoice

Invoice Number:

Invoice Amount:

Copy of Cancelled Check

Check Number:

Check Amount:

Notes:

Contract Amount

Total Previous Payments on This Contract

Amount of this Request

Balance of Contract

Total Payment Allowed by Contract

Total Payment with this request

**Repeat by Scope Item if Necessary**

Time and Equipment

Name of Worker:

Type of Worker

Volunteer

Sponsor Employee

Other Employee

Documentation

Equipment Rates

Time & Equipment Usage Form

Timecard

Payment Verification (cancelled check

front and back or certified computer payroll

* see page 78)

Payroll summary to show total wages,

total hours, and deductions/withholdings

Notes:

Donated Materials and Equipment

Certification of Condition

Documentation for Valuation

Quotes

Catalogue Pages

Other

Notes: