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: