

## 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.***

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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: \_\_\_\_\_