WORK PROGRAM INVOICE CHECKLIST (PRIMES)

To ensure timely and accurate processing of payment, please check that all the information/forms listed below, as may be applicable, are included with your invoice. This checklist is provided for your internal controls only and need not be included with your invoice submittal.

Invoice Type: Construction / Professional Services **Firm:** **Contract #:** **Invoice #:**	**INCLUDED**	**INITIAL**	**DATE**	**COMMENTS**
1. - GMX Work Program Invoice Submittal Form (signed by Prime)				
* All applicable fields completed				
2. - Progress Report in sufficient detail				
3. - Original Invoice				
* Firms/personnel approved by GMX				
* Billing rates approved by GMX				
* Billing complies with contract capacity				
* SB/LB % comply with contract requirements				
4. - Time Sheets (signed) unless Lump Sum				
* Signed Overtime sheets (when applicable)				
* Within contract/TA/PO time				
5. - GMX Invoice Tracking Form				
* Includes all subs approved in contract				
* All firms types are checked				
* Amounts match current/past invoicing				
6. - Certificate of Partial/Final Payment, Waiver and Release From Contractor/Consultant				
7. - Certification of Disbursement to Subcontractors / Subconsultants / Suppliers				
8. - Construction Compliance with Specifications and Plans				
9. - Copy of EXECUTED PO, TA, or WO				
10. - If final invoice, Contractor's/Consultant's Final Release & Affidavit and executed Approval/Certification of TA/WO Completion when applicable				
11. - Updated Schedule (if required by contract)				
12. - Updated Monthly Drawdown Schedule				
13. - Copy of receipts for direct expenses (if any)				