

UDOT Consultant Services Invoice Review Checklist



The UDOT Project Manager (or Primary UDOT Contact) must verify the following information in the CMS Invoicing (ePM 914 screen) matches the uploaded backup documentation:

All Contracts

PM (or Primary UDOT Contact) will verify:

- ☐ Project details are accurate (Contract #, PIN, Project #, Project name, etc.)
- ☐ Work Dates
 - ☐ Work dates are within the invoice dates and after the contract, contract mod, or WTO NTP date
 - ☐ Dates match backup documentation and payroll dates
- ☐ Invoiced amounts (Invoice Total, Fixed Fee, etc.) match backup documentation
- ☐ For Local Government contracts, the [Local Government Payment Authorization Form](#) is included in the backup documentation
- ☐ Cumulative total is correct
- ☐ Note contract project and dollar limit in relation to progress
- ☐ Prime is meeting the Prime Percentage requirement (listed on CMS Maintenance screen)
- ☐ If mileage is invoiced, it must be within GSA rates at the time of travel for cost-plus-fixed-fee contracts. If the contract is unit-price, mileage will be invoiced up to the amount listed in the contract.

Consultant Backup Documentation:

- ☐ Payroll detail includes:
 - ☐ Employee Name, date worked, rate of pay or unit price, and amount of hours worked
- ☐ Mileage documentation showing mileage log, date of travel, employee name, # of miles, reason for travel
- ☐ If mileage being charged is for a prior month, include the payroll detail showing the employee worked that date (note that it is for mileage verification purposes only)
- ☐ Verify employee charging mileage is on the payroll detail for the date billed
- ☐ Receipts are required for all ODC items except for Per Diem. Regardless of contract rate, consultants cannot bill a higher amount than what is paid

Sub-consultants:

- ☐ Sub-consultant(s) are listed on the contract
- ☐ Sub invoices also meet all the requirements listed
- ☐ Fee type must match the contract (lump sum, unit price, or cost plus fixed fee). Note: Sub-consultant fee type can be different from the Prime fee type
- ☐ Prime consultant(s) cannot include a percentage markup on sub-consultant(s) invoices

Cost Plus Fixed Fee Contracts (Invoice Actuals)

- ☐ Confirm staffing highlighted with RED text are approved to work on the project by the UDOT Project Manager
- ☐ Confirm PM authorized any ODC item that is not listed on contract

Unit Price Contracts (Invoice up to Amount Listed in Contract)

- ☐ Employees MUST be on the contract or listed as alternate staff (work cannot be billed for staff member until the contract NTP or date alternate staff is approved)
- ☐ Verify pay rate is at or below the rate listed on the contract

Lump Sum Contracts

- ☐ Verify amount invoiced is at or below Contract Not to Exceed (NTE) amount
- ☐ No backup documentation is required other than a copy of the consultant's invoice. A PM can request the consultant provide a progress summary or additional documentation, if needed.