

Purchase Order Invoice Processing Checklist

- Invoice information matches Purchase Order
 - Facility Number, Facility Name, Address, PO #, Vendor
- Invoice (pdf) attached
- Invoice Amount in MFMP matches Total Amount Payable This Invoice and Deliverable Review letter approved amount.
- If applicable, forfeited retainage listed from current and previous invoices
- Subcontractor Utilization Form complete and accurate
 - All Subcontractors/Vendors must be listed on the approved subcontractor list and listed on the form if paid directly by the ATC for costs. Confirm with Field Notes as needed.
- FINAL INVOICES ONLY:
 - Release of Claim included and accurately completed
 - If applicable, forfeited retainage listed on invoice page

PRP Accounting will confirm all other invoice details. If you have any questions, please contact Russ Rhodes or Derrick Woodard.

Additional Notes:

DO NOT REJECT INVOICES unless directed to do so by someone in PRP Accounting. If you notice any errors, please contact the accounting associate to correct; cc: Russ Rhodes and Derrick Woodard.

If you are delegated, please make sure you attach the delegation memo prior to approving.

Certification Statement:

I, XXXXXX XXXXXXXX, certify that I am the Contract Manager and the provided information is true and correct; the goods and services have been satisfactorily received and payment is now due. I understand that the office of the State Chief Financial Officer reserves the right to require additional documentation and/or to conduct periodic post-audits of any agreements.