

THE FOLLOWING MUST BE IN-PLACE PRIOR TO SUBMITTING REQUEST FOR REIMBURSEMENT:

DOCUMENT
Individual Project Agreement (IPA) and Amendment, if applicable
Contract Award
Force Account Approval(s) including Railroad Force Account, if applicable
In-House Cost Approval(s)
Consultant Engineering Agreement(s)

THE FOLLOWING MUST BE ANSWERED PRIOR TO SUBMITTING REQUEST FOR REIMBURSEMENT:

PRE-CHECKLIST QUESTIONS
Is it a duplicate?
Has it already been paid?
Is the funding split correct?
Is an affidavit needed?

CONTRACTOR PAYMENTS (*CONSTRUCTION ONLY – FUNCTION CODE: 201*)

DOCUMENT	ATTACH & SEND	ON FILE
<b>INVOICE LEVEL</b>		
1. BLR 05620 (Invoice Form)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Request for Payment	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>PAYMENT VOUCHER LEVEL</b>		
3. Order Payment Voucher	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4. Summary of Estimate (Long Form)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5. Approved Line Item Changes (LIC)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6. Approved Proposed Contract Modifications (PCM)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7. CDOT Contract Payment Voucher (Records & Estimate's Pay Estimate)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8. CDOT Engineering Report of Work Completed (IDOT Field Engineer's Pay Estimate)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
9. Subcontractor Payment Certification (Lien Waiver)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
10. Approved Authorization of Contract Change – BC 22, if applicable	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Include this signed checklist with all invoices

Completeness check (sign/date)  
Scanned digitally (sign/date)

**FORCE ACCOUNT WORK (CONSTRUCTION ONLY – FUNCTION CODE: 200)**

DOCUMENT	ATTACH & SEND	ON FILE
<b>INVOICE LEVEL</b>		
1. BLR 05620 (Invoice Form)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Request for Payment	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>PAYMENT VOUCHER LEVEL</b>		
3. Inter-fund Settlement Voucher with City Official Signatures	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4. Detailed billing invoice from the City Department doing the work	<input checked="" type="checkbox"/>	<input type="checkbox"/>
- 5. BC635 (Authorization)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
- 6. Equipment Watch (Rental Rates)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
- 7. Equipment Rental Invoices	<input checked="" type="checkbox"/>	<input type="checkbox"/>
- 8. Material Invoices	<input checked="" type="checkbox"/>	<input type="checkbox"/>
- 9. Summary detail of Employee Time Records	<input checked="" type="checkbox"/>	<input type="checkbox"/>
- 10. Certified Timesheets (electronic signatures acceptable)	<input type="checkbox"/>	<input checked="" type="checkbox"/>

**IN-HOUSE ENGINEERING (PRELIMINARY ENGINEERING & CONSTRUCTION – FUNCTION CODE: 163)**

DOCUMENT	ATTACH & SEND	ON FILE
<b>INVOICE LEVEL</b>		
1. BLR 05620 (Invoice Form)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Request for Payment	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. Vendor Cumulative report	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4. Billing Report (GPAD)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>PAYMENT VOUCHER LEVEL</b>		
5. Inter-fund Settlement Voucher with City Official Signatures	<input checked="" type="checkbox"/>	<input type="checkbox"/>
- 6. Voucher for Professional Services with City Official Signatures	<input checked="" type="checkbox"/>	<input type="checkbox"/>
- 7. Order Payment Voucher with City Official Signatures	<input checked="" type="checkbox"/>	<input type="checkbox"/>
- 8. Invoice Summary (Prime & Sub-consultants)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
- 9. Invoice Details (Prime & Sub-consultants)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
- 10. Summary detail of Employee Time Records	<input checked="" type="checkbox"/>	<input type="checkbox"/>
- 11. Certified Timesheets (electronic signatures acceptable)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
12. Inter-fund Cost Breakup with City Official Signatures	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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CONSULTANT ENGINEERING (*PRELIM. ENGINEERING & CONSTRUCTION – FUNCTION CODE: 164*)

DOCUMENT	ATTACH & SEND	ON FILE
<b>INVOICE LEVEL</b>		
1. BLR 05620 (Invoice Form)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Request for Payment	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. Vendor Cumulative Report	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4. Billing Report (GPAD)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>PAYMENT VOUCHER LEVEL</b>		
5. Order Payment Voucher with City Official Signatures	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6. Voucher for Professional Services with City Official Signatures (four signatures)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7. Vendor's Request for Payment (if provided)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8. Invoice Summary (Prime & Sub-consultants)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
9. Invoice Details (Prime & Sub-consultants)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
10. Engineering Progress Report (Prime & Sub-consultants)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
11. Certified Timesheets (electronic signatures acceptable)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
12. Subcontractor/ Sub-consultant Payment Certification	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Include this signed checklist with all invoices

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 Scanned digitally (sign/date)