# PUBLIC HOUSING ADMINISTRATION

###### ADMINISTRATION BUREAU

A/E INVOICE CHECKLIST

# PART I: REGISTER INFORMATION

|  |  |  |
| --- | --- | --- |
| □ | Construction/Program Manager: |  |
| □ | Project Name: |  |
| □ | Project Number: |  |
| □ | Designer Name: |  |
| □ | Invoice Period (Phase): | ##/##/## - ##/##/## |
| □ | Invoice Number: | ## |
| □ | Total Invoice Amount: | $ |
| □ | Contract Number | 20##-000### |

# PART II: ENGINEER APPROVAL

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| □ | Contract (1st certification) | □ | Change Orders (If approved): | ## |
| □ | Original completion date: | ##/##/## | □ | Adjusted completion date: | ##/##/## |
| □ | Previous Invoice balance: | $ , , .  | □ | Monthly/Weekly Report or Phase Documents  |
| □ | Project’s Designer signature | □ | CM/PM representative signature(if Apply) |
| □ | CM/PM Certification that the services were yielded in accordance with contract (if Apply) |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CM/PM PROJECT Director SIGNATURE DATE

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PRPHA PROJECT ENGINEER SIGNATURE DATE

# PART III: FISCAL MONITOR APPROVAL

|  |  |  |  |
| --- | --- | --- | --- |
| □ | PRPHA Engineer’s Signature | □ | Set of Copies: |
| □ | Invoice’s Amount VS Voucher Amount and CM/PM’s Certification | □ | Original or Certificate Invoice Copy |
| □ | Original Voucher | □ | CM/PM’s Certifications(if Apply) |
| □ | Obligated Funds Availability |  |  |

Form AVP-500703B

Rev. June 2017

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 Fiscal Monitor Signature Date