# PUBLIC HOUSING ADMINISTRATION

###### ADMINISTRATION BUREAU

PV SYSTEMS INVOICE CHECKLIST

# PART I: REGISTER INFORMATION

|  |  |  |
| --- | --- | --- |
| □ | Manager: |  |
| □ | Project Name: |  |
| □ | Project Number: |  |
| □ | Contractor Name: |  |
| □ | Phase or Period: | ##/##/## - ##/##/## |
| □ | Invoice Number: | ## |
| □ | Total Invoice Amount: | $ |
| □ | Contract Number: | 20##-000#### |

# PART II: ENGINEER APPROVAL

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| □ | Contract Copy (1st invoice) | | □ | Change Orders (If approved): | | ## |
| □ | Original completion date: | ##/##/## | □ | Adjusted completion date: | ##/##/## | |
| □ | Previous Invoice balance: | $ , , . | □ | BiWeekly Report with photos (photos if apply) | | |
| □ | Project’s Contractor signature | | □ | Manager representative signature | | |
| □ | Manager Certification that the services were yielded in accordance with contract | | | | | |

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

MANAGER 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 Manager’s Certification | □ | Original or Certificate Invoice Copy |
| □ | Original Voucher | □ | Manager’s Certifications |
| □ | Obligated Funds Availability |  |  |

Form AVP-500703C

Rev. June 2017

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

Fiscal Monitor Signature Date