

## **Invoice Review Checklist**

The following checklist can assist the District Contract Manager in reviewing and approving invoices. The list is illustrative, not inclusive.

- The District has date stamped the original signed Cover Letter and Invoice immediately upon receipt.
- Grantee has provided a Cover Letter that includes the following:
  - Submitted on Grantee letterhead
  - Addressed to the District Contract Manager
  - Project title is in the subject line
  - Date of the invoice
  - Invoice number (e.g., Invoice # 1)
  - FTA number
  - Dates of service of the invoice (cannot begin prior to contract execution or after contract termination)
  - Invoice amount
  - Signed by Grantee
- Grantee has provided an Invoice that includes the following:
  - Submitted on a Grantee letterhead
  - Includes remittance address
  - Date of the invoice
  - Invoice number (e.g., Invoice # 1)
  - FTA number
  - Dates of service of the invoice
  - Project title
  - Amount invoiced by Task
  - Includes overall funding summary
  - Grant funding amounts allocated for each task has not been overspent. If so, make note to the Grantee (Grantee will be advised to spend less on another task on a later invoice).
  - Invoice indicates the correct proportional local match (cash and in-kind) for each task as outlined in the Project Timeline.
- Grantee has provided an Invoice Summary which summarizes all work completed per task during the dates of service of the invoice.
  - Invoice and invoice summary must be consistent with the Scope of Work and Project Timeline.
  - If Grantee has a sub-recipient/consultant, they must also submit an Invoice Summary for work completed.
- Grantee has provided Documentation of Expenditures (receipts, staff timesheets, cancelled checks to consultant, consultant invoices, etc.)
  - Documentation falls within the dates of service of the invoice (which also needs to fall within the start date and termination date of the contract).
  - All costs are eligible (review eligible and ineligible expenses per the Handbook).
  - Adequately shows that costs have been expended by the agency. (All staff, sub-recipient work, consultant work, and expenditures must be paid for prior to requesting reimbursement from Caltrans).
  - Review invoice and deliverable(s) to verify what was paid for has been obtained.
  - If the Grantee has an Indirect Cost Allocation Plan (ICAP), documentation of the approved percentage and breakdown of indirect costs per task is provided.