

A.11 Payment Approval with (and without) WAWF

This checklist should be used to ensure that an invoice is approved only after the consideration of all relevant factors. The checklist is annotated for use with cost or fixed-price contracts and for use when Wide Area Workflow (WAWF) is available or is not.

Invoice Number:

Total Amount of Invoice (when WAWF is not available):

Vendor Name (when WAWF is not available):

Contract Number:

Task Order Number:

Modification Number:

Agency/Office Code (when WAWF is not available):

Date Invoice Received By Payment Office (when WAWF is not available):

Compliance Question	Yes (insert checkmark)	No (make comment for follow-up with contractor or describe why invoice should still be paid) For deductions, describe next to relevant question
<p>Is the invoice document in compliance with contract requirements?</p> <p>a. Is the identifying information correct (e.g., contract and task order number, CLIN or sub-CLIN number)?</p> <p>b. Is the invoice dated?</p> <p>c. Is the billing period correctly stated, with no overlaps with other invoices?</p> <p>d. Is adequate shipping information included?</p> <p>e. Is the remittance address included?</p> <p>f. Are prompt pay discounts offered (when payments are subject to prompt pay, usually for a cost-reimbursement contract rather than a fixed price contract)?</p> <p>g. Is a point of contact identified?</p>		

Appendix A

COR Checklists

Compliance Question	Yes (insert checkmark)	No (make comment for follow-up with contractor or describe why invoice should still be paid) For deductions, describe next to relevant question
Has the contractor submitted required deliverables for this invoice period? Were they delivered on time?		
Is the quality of the deliverables or services acceptable and in compliance with the terms of the SOO, SOW, or PWS?		
<p><i>For cost contracts or cost elements of mixed-type contracts:</i></p> <ul style="list-style-type: none"> • Are the labor hours, travel, subcontract, equipment, and ODCs (detailed below) reasonable and commensurate for the type and nature of work completed during the invoice period? <p>Labor Hours</p> <ul style="list-style-type: none"> • Are the skills and labor categories needed for the work performed? • Is the level of expertise billed consistent with the work performed (neither too little nor too much experience)? (Compare to the contract and proposal. If the agency is paying for too high a level of expertise than that needed for the job, funds will likely run out before the work is completed. If the level of expertise is too low, performance will suffer.) • Is any OT authorized in writing in the contract? • Are management hours disproportionate to worker hours? <p>Travel</p> <ul style="list-style-type: none"> • Is the travel authorized by the contract? • Are the mode and class of travel consistent with contract terms? • Was any required prior approval obtained? <p>Subcontracts</p> <ul style="list-style-type: none"> • Are subcontracts consistent with the Subcontract Plan and subcontract approval requirements in the contract? 		

Appendix A COR Checklists

Compliance Question	Yes (insert checkmark)	No (make comment for follow-up with contractor or describe why invoice should still be paid) For deductions, describe next to relevant question
Equipment <ul style="list-style-type: none"> • Is any purchased equipment required for performance of the contract? • Has the equipment been properly reported (if required for tracking purposes) consistent with the agency's reporting requirements? ODCs <ul style="list-style-type: none"> • Are all ODCs clearly described and tied to a task performed in the billing period? 		
Is the math obviously not correct (DCAA performs final math check)?		
Are you aware of any current or future problems that might adversely affect contractor performance?		
Are there any funding issues? Are funds available to cover the invoice? Are the unexpended funds sufficient to complete the work required for this project? Is the rate of spending consistent with performance?		

CURRENT AMOUNT DUE: \$

___ I APPROVE PAYMENT ___ I DO NOT APPROVE PAYMENT

REASON FOR DISAPPROVAL (short summary of relevant comments and information provided above):

HOLD-BACK AMOUNT (under terms of contract⁴⁶): \$

Complete the following when WAWF is not available:

COR Signature: _____ Date: _____

Contracting Officer Signature: _____ Date: _____

⁴⁶ For instance, FAR Subpart 52.232-5, "Payment under Fixed-Price Construction Contracts," permits a maximum retention of 10 percent of the amount of the payment until satisfactory progress is achieved, unless the contracting officer approves a lower retention percentage.