

INVOICE - GENERAL CHECKLIST

Consultant Invoice File Naming Convention

All Consultants Invoices packages (PDF files) should be named as follows: **B Number, Invoice Number and Vendor/Company Name**

Sample: 40-B12345 - #1 – ABC Consulting

The invoice "package" shall include the following supporting documentation and must be submitted in the following order:

1. City of Miami Consultant Invoice form
2. Consultant Invoice and sub-consultant invoices if applicable Signed progress report
3. Copy PO blanket release letter (PO)
4. Copy of Notice to Proceed Letter (NTP only on first invoice submittal)
5. Copy of consultant summary of compensation sheet from approved WO proposal
6. Invoice documentation depending on the services billed (check the one that apply)
 - Cover page of plans indicating phase
 - Geotechnical report Signed and sealed
 - Survey plans signed and sealed (Full and half size)
 - Design reports
 - Const. Admin Reports
 - Other

Prior to submit send a draft of the invoices by email to the Project Manager for preliminary approval

Submit electronic package containing all the documents previously listed once confirmed by the PM to oci_invoices@miamigov.com. The package size limitation is 1GB as an attachment.

The Consultant should make sure of the following when submitting its invoice:

- Invoice number on both forms is the same (City Standard Invoice and Consultant Invoice)
- General information on both forms is the same
 - Consultant Information
 - City of Miami address
 - Project name
- Invoice date on both forms is the same (City Standard Invoice and Consultant Invoice)
- Invoice period on both forms is the same (City Standard and Consultant Invoice)
- Purchase order number (PO#) on both invoices (City and Consultant) match the NTP letter & PO blanket release
- Work order number (WO#) on both invoices (City & Consultant) match the NTP letter & PO blanket release
- Total contract amount on both invoices (City & Consultant) match NTP and PO blanket release
- Current invoice amount on both invoices (City & Consultant) match and are correct.
- Progress report information match invoice information
 - Date
 - Billing period
 - Progress report is signed