

PLEASE HAND CARRY

**CONSTRUCTION CONTRACT VOUCHER ROUTE SHEET
WITH RETAINAGE COMPILATION SHEET**

CONTRACT NO. & TITLE: _____

CONTRACTOR: _____

INVOICE NO.: _____ DATE OF INVOICE: _____ INVOICE REC'D: _____

CURRENT CONTRACT COMPLETION DATE (BY S-1): _____

ROUTING ORDER:	1ST TIME			2ND TIME		
	CODE	INITIALS	DATE	CODE	INITIALS	DATE
S-1	_____	_____	_____	R0	_____	_____
CR-	_____	_____	_____	PC	_____	_____
SCR	_____	_____	_____			
R-	_____	_____	_____			
SGE	_____	_____	_____			
PC-	_____	_____	_____			

S-1:		
(A) Retainage Computation sheet, invoice, and one copy of each document submitted by the contractor (with the invoice) attached?	No ___	Yes ___ N/A ___
(B) Prior invoice attached (for other than first invoice)?	No ___	Yes ___ N/A ___
(C) Completion Report sheet attached (for final invoice)?	No ___	Yes ___ N/A ___
(D) Extra progress schedule and/or submittal status log (if any) to CONREP?	No ___	Yes ___ N/A ___
(E) Carbon copy of green route sheet, extra invoice, and any extra documentation to PC?	No ___	Yes ___ N/A ___

CONREP:		
(A) Prior review of voucher with superintendent?	No ___	Yes ___ N/A ___
(B) CQC certification attached? (If applicable)?	No ___	Yes ___ N/A ___
(C) Superintendent on-site at all times?	No ___	Yes ___ N/A ___
(D) Daily reports up to date?	No ___	Yes ___ N/A ___
(E) As-built drawings on-site and up to date?	No ___	Yes ___ N/A ___
(F) Submitted construction schedule updated & realistic?	No ___	Yes ___ N/A ___
(G) Construction on schedule to meet CCD?	No ___	Yes ___ N/A ___
(H) Materials billed for have approved submittals?	No ___	Yes ___ N/A ___
(I) Compliance notices/noted defects corrected timely?	No ___	Yes ___ N/A ___
(J) Required tests completed/reports submitted on schedule?	No ___	Yes ___ N/A ___
(K) Testing completed on billed for equipment (if testing is not a separate line item)?	No ___	Yes ___ N/A ___
(L) Job site safety/cleanliness being maintained?	No ___	Yes ___ N/A ___
(M) Workmanship meets contract requirements?	No ___	Yes ___ N/A ___
(N) Work found defective after paid for?	No ___	Yes ___ N/A ___
(O) Compliance notices issued this invoice period?	No ___	Yes ___ N/A ___
(P) Did spot check of payrolls reveal workers being properly paid?	No ___	Yes ___ N/A ___
(Q) Contractor insurance current?	No ___	Yes ___ N/A ___
(R) Clarification / comments?	No ___	Yes ___ N/A ___

AROICC/AREICC			
(A) Updated progress schedule provided & accurate?	No	Yes	N/A
(B) Schedule of prices approved? (Initial invoice only)	No	Yes	N/A
(C) Hazardous waste dump tickets rec'd? (If billing for removal of hazardous waste)	No	Yes	N/A
(D) Contractor on schedule to meet CCD?	No	Yes	N/A
(E) Is a time extension anticipated if behind schedule?	No	Yes	N/A
(F) Updated submittal status log provided & accurate?	No	Yes	N/A
(G) Submittals forwarded are complete & timely?	No	Yes	N/A
(H) Asbestos/lead paint removal plan submitted?	No	Yes	N/A
(I) Tabs submittals on schedule?	No	Yes	N/A
(J) Contractor adequately planning tabs to meet CCD?	No	Yes	N/A
(K) Cost proposals complete, realistic, & timely?	No	Yes	N/A
(L) O & M Manuals due have been submitted?	No	Yes	N/A
(M) Is contractor contract administration satisfactory?	No	Yes	N/A
(N) Does contractor properly coordinate subs efforts?	No	Yes	N/A
(O) Contractor documentation complete, timely, factual?	No	Yes	N/A
(P) Contractor burdening government with unwarranted issues?	No	Yes	N/A
(Q) Were questionable invoice issues discussed with ROICC/SGE?	No	Yes	N/A
(R) Was contractor called with regard to questionable issues on invoice or invoice being returned?	No	Yes	N/A
(S) Retainage?	No	Yes	N/A
(T) Release previous retention still held?	No	Yes	N/A
(U) Liquidated damages?	No	Yes	N/A
(V) Completed retainage sheet?	No	Yes	N/A
(W) Clarification / comments?	No	Yes	N/A

PROCUREMENT CLERK:			
(A) Bond approval received? (Initial invoice only)	No	Yes	N/A
(B) Bond premiums proof of payment provided? (Initial invoice only)	No	Yes	N/A
(C) Schedule of Prices approved?	No	Yes	N/A
(D) Current insurance certificate on file?	No	Yes	N/A
(E) Labor provisions - Affidavit included?	No	Yes	N/A
(F) Subcontractor payment certification enclosed?	No	Yes	N/A
(G) If billing for mod, has mod been executed?	No	Yes	N/A
(H) Prime and subcontractor payrolls up to date?	No	Yes	N/A
(I) Deductions on previous voucher incorporated in current voucher?	No	Yes	N/A
(J) Retainage?	No	Yes	N/A
(K) Release previous retention still held?	No	Yes	N/A
(L) Liquidated damages?	No	Yes	N/A
(M) Invoice reflects withholding for labor violations?	No	Yes	N/A
(N) Was contractor called with regard to questionable issues on invoice or invoice being returned?	No	Yes	N/A
(O) Final payment/release correct? (Final invoice only)	No	Yes	N/A
(P) Clarification / comments?	No	Yes	N/A