



Bond Oversight Committee

Invoice Cover Sheet (FY2018-19)



Invoice Details: ☐ *Land Acquisition* ☐ *Top 10 Expenses* ☐ *BOC Member Invoice Selection*

Vendor _____ Date _____

Project # _____ GL # _____

Invoice Amount _____ Invoice # _____

Description _____

Bond Oversight Committee Review:

Invoice Review Checklist:

- ☐ Confirm the date of the expenditure is within the timeframe of the fiscal year in review
- ☐ Verify that the vendor listed on the invoice matches what is listed in the expenditure report
- ☐ Confirm the amount listed on the invoice matches what is listed the expenditure report
- ☐ Confirm the project number listed is within the correct portfolio
- ☐ Verify that the scope of work listed on the invoice is eligible for reimbursement
- ☐ Verify the project manager has signed off on the invoice payment
- ☐ Verify the invoice is in line with what is stated in the Accountability Report

For staff labor reimbursements, confirm the following are present on the backup documentation:

- ☐ Project number
- ☐ Staff members pay rate
- ☐ Staff member's title
- ☐ Date work was performed
- ☐ Total calculation of reimbursable hours
- ☐ Project manager's signature

For land purchases, confirm the following:

- ☐ The Board resolution and board report to approve purchase are included
- ☐ The correct purchase price is listed in the wire transfer
- ☐ The escrow statement is included