New Jersey Department of Transportation

RE Checklist for Utility Invoice

Proje	ect Name:						Date	:: [
UPC	Number:		Federal Project Numb	per:			OP Numbe	er:		
Utilit	ty Job Number:		Utility Agreeme	ent ID:			Funct	ion Code	! :	
Nam	e of Utility Company:					Vendo	r ID Numb	oer:		
Cont	ract ID:				Agreement	t Date:				
Invoi	ice Number:] Invoice Am	nount:				
			For Regional Utility Invoice Coordinator		For RE		Not Applicable			
						Yes	No	Yes	No	
1.	"I CERTIFY THAT THE PARTICULARS, THAT RENDERED & THAT I DOCUMENT."	WITHIN PAYN THE DESCRIBE NO BONUS HA	ne following statement: MENT VOUCHER IS CORF ED GOODS OR SERVICES S BEEN GIVEN OR RECEI or] [PSE&G and Verizon's cover	HAVE BEEN FURN	IT OF SAID					
2.	Work described in In a) Original Agree b) Master Agreer [Regional Utility Invoice C	ment, Modific	ation and/or CO numbe	r						
3.	Location of this proje	ect. [Only for R	E]							
4.	Date of work corresp	ond to dates	listed on PV(C) voucher	form. [Only for RE	:]					
5.		mount = billed + Curren exceed Autho nust be first ap	t invoice amount = rized Ceiling cannot be		ange Order					
6.	agreement with proj	ect records. ed time report	fying charges are attach s, material receipts, ove NJDOT External Audit)		l in					

	Following entries in PV(C) are checked and found correct: [Only for Regional Utility Invoice Coordinator]
7.	a) Project Description b) Agreement number/Master Agreement and Change Order Number c) Contract ID and Agreement date (or UECA date) d) Payee Signature (Original) and Date e) Payee Reference Number f) UPC Number g) Current Authorized Ceiling h) Previously Billed to date Billed this Invoice i) Vendor ID No. j) Invoice Amount
8.	For Final Invoice only [Regional Utility Invoice Coordinator & RE] a) "Final Invoice" is written on invoice. b) "DC-17U Buy America Certificate of Compliance" is attached.
:	*Invoice Acceptable
	nvoice Unacceptable Memorandum explaining reason/s for rejection is attached.
	RE Signature: Date:
	NOTE: Our review is for field utility company hours worked and materials which appear to be reasonable. We are not responsible for reviewing or approving utility company labor rates, fringe benefits, material costs, corporate administrative & general costs, or the dollar amount billed. Nor are we responsible for reviewing utility police hiring and the rates charged.

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