



Office of Engineering
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John Bel Edwards, Governor
Shawn D. Wilson, Ph.D., Secretary

Invoice Submittal Checklist

Consultant's Name _____ Invoice No. _____

State Project No. _____ Description _____

To assure that your invoice will be processed in a timely manner please make sure that the information listed below is provided/accurate.

Check	
	P. O. Overview report – Project Manager will provide
	Standard Invoice Format used
	Non Project Related Material, Receipts, etc., were not included
	Previous Amounts correct on current invoice
	Missing Invoice(s) – skipping a number(s)
	Overhead Rate was not the Overhead Rate approved through DOTD
	Math Errors – Double check math
	Direct Expense Calculations for mileage, lodging and meals are included
	State Project Number are correct on invoice (Lead Project number on Multiple Projects)
	Project Information for this project is correct
	Travel Expense Charges comply with State Travel Regulations
	Employee's Classification/s on the hour/rate breakdown of labor charges are shown
	Prior approval from Project Manager and Consultant Contract Services Administrator to switch Funds
	Dates Worked "From" and "To" are listed
	Expiration Date has not passed without an extension or justification letter to Project Manager approved by the Consultant Contracts Services Administrator
	Notice to Proceed – work was not done before the NTP date.
	Certification Statement and/or the Principal's signature
	Sub-consultant's Invoice provided
	DOTD's State Project Number and/or Lead for Task Order Number(s)
	DOTD's Agreement Number
	DOTD's Progress Billing Number, i.e., our invoice number
	Federal ID

Project Manager