



MDX WORK PROGRAM INVOICE CHECKLIST (PRIMES)

To ensure timely and accurate processing of payment, please check that all the information/forms listed below, as may be applicable, are included with your invoice. This checklist is provided for your internal controls only and need not be included with your invoice submittal.

| Invoice Type: Construction / Professional Services | INCLUDED | INITIAL | DATE | COMMENTS |
|---|----------|---------|------|----------|
| Firm: _____ | | | | |
| Contract #: _____ | | | | |
| Invoice #: _____ | | | | |
| 1. - MDX Work Program Invoice Submittal Form (signed by Prime) | | | | |
| * All applicable fields completed | | | | |
| 2. - Progress Report in sufficient detail | | | | |
| 3. - Original Invoice | | | | |
| * Firms/personnel approved by MDX | | | | |
| * Billing rates approved by MDX | | | | |
| * Billing complies with contract capacity | | | | |
| * SB/LB % comply with contract requirements | | | | |
| 4. - Time Sheets (signed) unless Lump Sum | | | | |
| * Signed Overtime sheets (when applicable) | | | | |
| * Within contract/TA/PO time | | | | |
| 5. - Subcontractors/Subconsultants Invoice Tracking Form | | | | |
| * Includes all subs approved in contract | | | | |
| * All firms types are checked | | | | |
| * Amounts match current/past invoicing | | | | |
| 6. - Certificate of Partial/Final Payment, Waiver and Release From Contractor/Consultant | | | | |
| 7. - Certification of Disbursement to Subcontractors / Subconsultants / Suppliers | | | | |
| 8. - Construction Compliance with Specifications and Plans | | | | |
| 9. - Copy of EXECUTED PO, TA, or WO | | | | |
| 10. - If final invoice, Contractor's Final Release & Affidavit or executed Approval/Certification of TA/WO Completion | | | | |
| 11. - Updated Schedule (if required by contract) | | | | |
| 12. - Updated Monthly Drawdown Schedule | | | | |
| 13. - Copy of receipts for direct expenses (if any) | | | | |