



MIAMI-DADE EXPRESSWAY AUTHORITY

3790 NW 21 St. // Miami, FL 33142

www.mdxway.com

## 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

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. - MDX 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/Consultant's Final Release & Affidavit and executed Approval/Certification of TA/WO Completion when applicable				
11. - Updated Schedule (if required by contract)				
12. - Updated Monthly Drawdown Schedule				
13. - Copy of receipts for direct expenses (if any)				