

PAYMENT REPORT PROCESSING CHECKLIST

SCREENING

- PR # is in sequence
- Contract # is correct
- Prime Consultant's name is correct
- Month Ending is in sequence (check with Consultant for correction)
- "Vendor Code IV000000000" is listed
- One PR per month is received, unless an ICA or True UP
- PR is signed by consultant & PM (if not, reject to Consultant)

PROCESSING

- Prime Consultant Name matches eCMS
- NTP & Completion Dates match eCMS
- Contract Amounts are correct for the current PR billing period
- PO Line Numbers are correct
- Task Order Numbers are correct
- Project Numbers are correct
- Previous, Current Billed & Total Amounts are correct
- Overhead is correct
- Direct Expenses are allowed
- Progress Report/Billing Summary included
- Hourly Rates
- Classifications are included
- ECS Travel abides by the Travel Policy
- Receipts/Invoices included
- AZ360 Funds are available
- Sign and Date
- Send to CP, Consultants, and PM
- Execute PR in eCMS
- File

NOTE: This document is provided as a guideline and is not intended to be an all-inclusive checklist as specific contracts may vary. Please contact ECS to discuss specific contracts and issues.

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